

HR MANAGER

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

In this context, we are looking to appoint an HR Manager to join our HR team.

The HR Manager will provide inspirational leadership for the provision of an efficient and effective human resources service for the College. The HR Manager will also be a member of the College's Support and Business Services Leadership team and will work closely with other colleagues to support the provision of outstanding facilities for students, staff and visitors. In addition, the HR Manager will work closely with the senior leadership team on the implementation of the staff wellbeing strategy, including the development of staff wellbeing initiatives.

The successful applicant will have substantial experience of working within HR Management, leading and managing a team and dealing with confidential and sensitive information and situations. In addition, you will have the ability to work in a friendly and professional manner with strong planning, organisational and communication skills. This post will be based at the University Road Campus, although there may be occasions where the successful candidate will work from the Regent Road campus.

This is a permanent, full time post, to commence as soon as possible. The salary will be on the Sixth Form Colleges' Support Staff pay scale 31-34 (£39,577 - £42,468). The starting salary for this post is £39,577 per annum.

Our package of benefits includes:

- A permanent, full time role commencing as soon as possible
- A competitive salary on the Sixth Form Colleges' Support Staff pay scales, ranging from £39,577 to £42,468 per annum.
- Annual incremental pay increases within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination

- Continual Professional Development
- Free on-site parking
- Eyecare voucher scheme

APPLICATIONS

If you wish to apply for this post please return the completed application form including the personal details and equality and diversity monitoring forms.

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **08.00am on Monday 12 April 2021**. Short-listed applicants may be contacted via telephone and email, and therefore it is essential that appropriate contact numbers and email addresses are included within the application.

Interviews will be held on **Friday 16 April 2021** and are currently planned to be on-site. Full details will be emailed to shortlisted candidates.

If you have not received further communication from the College within 2 weeks of the closing date please assume that your application has not been successful on this occasion.

Please return all completed applications to:

HR Department, WQE and Regent College Group, University Road, Leicester LE1 7RJ or via e-mail at vacancies@wqe.ac.uk

HR DEPARTMENT – FURTHER INFORMATION

The HR Department is responsible for the operation of the Human Resources function for the College. We have in the region of 370 teaching and support staff who are the heart of our work and success.

The last few years have been a very exciting and innovative time for the HR Department with the extensive development of the College's HR systems. Following the College's recent merger, further integration and development of the HR systems is planned, in particular the development of the self service portal for employees.

The HR team comprises the HR Manager, HR Officer and a term time only HR Assistant. In addition, we currently have an HR Administrator on a fixed term contract supporting the team during the harmonisation of the HR following merger. The College also engages an HR advisory service to provide specialist advice on HR matters.

The main functions of the HR team are:

- Development and implementation of the College's recruitment and selection processes, ensuring fair and transparent processes that comply with all relevant legislation and best practice;
- Responsible for the College's Single Central List and all other personnel records
- Developing and maintaining the HR database, including individual web based accounts for staff;
- Responsibility for all correspondence with staff in relation to contractual matters and other key HR processes;
- Arrangements for the effective induction for all new staff joining the College and management of staff leaving the College;
- Management of arrangements for appropriate cover for staff absence;
- Development and implementation of all College HR policies, including supporting colleagues with the implementation of policy and procedure;
- Management of the College's occupational health provision;
- Preparation and provision of HR management information for the College and for government and employer organisations;
- Management of HR related health and safety matters;
- Management of general HR enquiries from staff.

The College uses Cintra iQ – an integrated HR and payroll system and makes extensive use of Word and Excel. The work of the HR Department is subject to periodic external review and assessment.

I would like to thank you again for your interest in this post and I hope that we may hear from you in due course.



OUR CONTEXT

WQE is a large, thriving and vibrant Sixth Form College providing courses for around 3600 students overall. We are ambitious and determined to build on our successes in providing the best possible learning experiences and outcomes for our students, in a welcoming and inclusive learning community.

WQE enjoys a strong reputation and this is reflected in its popularity with students, attracting applications from the City, from Leicestershire, Rutland and beyond. The majority of our students come from the City of Leicester, an ethnically and socially diverse urban area and the student body reflects this. The College operates from two very closely located and spacious sites, each adjoining the main University of Leicester campus and which provide pleasant, well-resourced and inspiring environments for our students and staff.

The University Road Campus is the larger of the two in size, accommodating around 2400 full time students and the Regent Road Campus accommodates around 1200 full time students.

THE CURRICULUM

Across the University Road and Regent Road campuses the College offers a curriculum that is inclusive and accessible to students from a range of ability backgrounds from Entry Level through to Advanced Level, with the overwhelming majority at Advanced Level and equivalent courses at Level 3. The broad offer includes;

- A levels and equivalent classroom vocational/applied courses at Level 3, including Extended Diplomas
- GCSEs and equivalent classroom vocational/applied courses at Level 2, including English and Mathematics
- Level 1 vocational/applied courses and English for Speakers of Other Languages (ESOL)

STUDENTS AND THEIR ACHIEVEMENTS

Examination results at advanced level are strong. A levels make up the majority of provision and the pass rate in the summer of 2020 was over 98%; progression rates for students following programmes at other levels are also high. We are particularly proud that our results are achieved by students with a wide range of prior achievement and from diverse social backgrounds. This is a reflection of our commitment to widening participation and a culture of high expectations. Our students are responsive, like to learn and want to succeed. In a typical year the majority of them progress to higher education, many staying in the Midlands region but others going further afield.

Alongside excellent teaching, high quality support and guidance are crucial to our students' success. We invested in support for our students, with specific teams overseeing students' progress and these teams work closely with teaching staff, with staff responsible for Careers or progression and with the Student Services and Academic Support teams.

STAFF

Across our two campuses, in the region of 370 teaching and support staff are the heart of our work and success. A striking feature of the staff is their loyalty; many have spent by far the greater part of their careers at WQE and remain as enthusiastic as ever. At the same time the College's recent merger and continuing growth and popularity provides opportunities for new staff to join, and the College is fortunate to still being able to attract high quality fields.

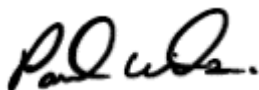
The College is strongly committed to continuous professional development and actively encourages all staff to reach their full potential. The College also continues to benefit from its very close links with five similar Sixth Form Colleges through the CENBASE peer development and review group with the mix of subject specific networks and the annual joint training day, focused on sharing practice in teaching and learning.

RESOURCES

Our financial health is strong and we currently have a turnover of over £18m pa. Teaching areas are well resourced and we continue to invest in order to improve students' experiences. Our buildings and estate create an inspiring environment and are well maintained. As student numbers have increased and to keep the buildings in good order the following are examples of our investments in facilities and learning environment;

A £10m project was completed in 2009, providing new accommodation for Media and Creative Arts (together with a cafe) and the refurbishment of the Science areas. In addition the science accommodation was further extended in 2011 with the construction of a new building. In 2013 we opened a newly refurbished and extended student dining and social area and in January 2014, a new Learning Resource Centre was created and a new large Sports Hall and classroom block were developed.

More recently, developments have focused on improvements to teaching accommodation. In 2015 we undertook two substantial refurbishment projects, to create a suite of refurbished classrooms and a new suite of IT teaching rooms. A refurbishment programme to improve a large number of existing classrooms and to upgrade the decorative condition continues, with the summer of 2019 seeing the most recent £1m investment to create two suites of refurbished classrooms and additional social and café spaces. The College Corporation has recently developed and approved an ambitious estates strategy, with commitment to substantial planned investments in the current estate and accommodation. Those investments will not only further upgrade existing accommodation, but will also create a strengthened sense of place, specialism and identity for all curriculum areas, as well as improving the wider student and staff experience.



Paul Wilson