



## Job Description

**Job Title:** HR Manager

**Reporting to:** Bursar

**Hours:** Part-time, 21 hours per week

**Grade:** 8

### Overview of the role

The HR Manager manages and leads our HR function; providing a professional and effective Human Resources service across the College in respect of all non-academic and casual staff.

Supported by an HR Administrator, the HR Manager is responsible for all aspects of HR at both strategic and operational levels. The post-holder ensures that all HR policies and practices are legally compliant, reflect current best practice and are appropriate to the College. They provide high quality advice on all employment matters, and manage the full employee lifecycle, from recruitment and induction to training, development, employee relations and leavers.

The HR Manager is a member of the College's senior management team and is expected to work proactively and collaboratively with a range of colleagues, including Heads of Department and senior academics.

### Main Duties and Responsibilities

#### Leadership, management and collaboration

- Lead the work of the HR Team and act as an ambassador for good practice in HR for the College.
- Ensure the HR function is appropriately resourced, performs well, and is responsive to the needs of the community; developing the HR Administrator as needed to ensure that they have the appropriate skills and knowledge to fulfil their role.
- Work closely and effectively with managers and staff throughout the College to provide targeted HR support and advice.
- Contribute actively as a member of the College's Senior Administrative Team to the strategic development of the College.

**Policy and procedure**

- Develop, draft, update and implement the College's HR policies and procedures ensuring compliance with current legislation and reflecting best practice within a Higher Education institution.
- Advise and work with the Bursar and others as required on remuneration policy and implementation including pay, employee benefits, and grading of posts.
- Update and publish the College's Equality policy and monitoring data for staff and support the work of the Equality & Diversity Committee by providing relevant data (qualitative and quantitative) and advising on potential actions or possible accreditation schemes.
- Keep the Staff Handbook under active review, updating and publishing revisions as required.
- Produce and keep updated other relevant documentation related to the above e.g. Guide for Managers.

**Staff development**

- Act as the lead in the College for generic training and development, such as EDI or manager training.
- Support managers to understand the College's expectations of them as people managers and conduct periodic skills audits to identify training needs.
- Oversee and advise on the annual Personal Development Review process and provide advice to managers on staff development and training opportunities.

**Employee relations**

- Provide high quality advice on employment and equality matters, including performance management issues, absence, and terms and conditions of employment.
- Lead on the management of all employee relations cases (including disciplinary and capability) and provide timely and effective support to line managers. This will require you to advise on and follow relevant procedures, take and advise on appropriate decisions up to and including dismissal, and to seek professional and legal advice when necessary.
- Manage grievances, harassment complaints and other HR issues arising in accordance with the College's policies and procedures, providing effective support to managers and/or investigators as required.
- Manage and advise on organisational development, including changes to job descriptions and terms and conditions of employment.
- Manage and advise on redundancies, including the identification of roles at risk of redundancy, consultation, redeployment, and entitlements to pay and notice.
- Oversee sickness absence management. This includes overseeing the recording and reporting of sickness absences by the HR Administrator and advising line managers as appropriate.
- Manage referrals to Occupational Health.
- Support the HR Administrator to manage all matters relating to maternity, paternity and shared parental leave.
- Advise on, and carry out, right to work checks. This includes liaising with the University on visa restrictions and applications for Certificates of Sponsorship.
- Run and analyse the annual staff survey, making recommendations for actions to address issues identified, and implementing those actions as required.

**HR systems and data**

- Support the College Accountant to ensure that the College's HR and Payroll system is fit for purpose and meets the College's needs, taking the lead on developments as required.
- Review and analyse staff data as required, and provide periodic reports to the Management Executive Team (MET) and the Equality and Diversity Committee.
- Lead the development and implementation of new systems to support the HR function and strategic priorities as appropriate.
- Oversee the work of the HR Administrator to ensure that all information for Payroll is provided accurately and in a timely fashion.
- Supported by the HR Administrator, manage all HR files (electronic and hard copy) according to the College's Records of Processing Activity in line with the GDPR, taking advice as required from the Assistant Data Protection Officer as required.

**Other duties**

- Plan and manage all budgets within the Human Resources area of responsibility.
- Work with the Bursar and other senior colleagues to ensure effective communication and consultation with staff.
- Represent the College at the Colleges' HR Forum, University meetings and other relevant meetings.
- Keep up-to-date with employment legislation and other relevant legislation and regulation.
- Any other HR-related duties as required by the Bursar or Warden.

The exact nature of the post and duties within it may be subject to on-going review and adaptation, in response to changing internal and external factors.

## Person Specification

### Essential

- CIPD Level 7 or equivalent qualification with evidence of continuous professional development
- Significant experience of managing a wide range of HR processes and good knowledge of general HR practice at both strategic and administrative levels
- Able to provide high quality advice and support on all employment matters
- Strong working knowledge of relevant legislative framework with experience of applying current legislation and best practice in a complex environment
- Ability to deal professionally, tactfully and confidently with people at all levels, with excellent interpersonal and communication skills, both spoken and written
- A strong track record of managing and advising on complex employee relations cases
- Experience of writing and implementing policies and procedures
- Ability to plan, prioritise and delegate, working independently, confidentially and managing a varied workload ensuring deadlines are met
- High levels of accuracy and attention to detail
- Good IT skills including Microsoft Office packages and databases

### Desirable

- Experience of managing budgets
- Experience of working in a Higher Education setting
- Sympathy with the values, ethos and objectives of a small, collegiate institution