Job description/person specification for HR Manager

Job Title: HR Manager
Department: HR Department
Responsible to: The Bursar
Line manager for: Deputy HR Manager; HR Administrator
Grade: £39,324 to £46,924 (College scale linked to Grade 8 on the University single spine)

Job Purpose

To lead the College’s HR function, acting as line manager for staff in the HR Department. To act as primary advisor on HR matters to the College’s senior leadership, Personnel Committee and Personnel Sub-Committee. To take the lead in providing HR support for the academic workforce (shadowed by the Deputy HR Manager) and to support the Deputy HR Manager in providing HR support for the operational workforce.

Accountabilities

1. Leadership and management of the HR function
   a. Monitoring the overall workload of the HR Department to ensure that satisfactory service levels are attained
   b. Providing professional advice, guidance and support to the Deputy HR Manager as required
   c. Jointly with the Deputy HR Manager, supervising the work of the HR Administrator
   d. Overseeing the professional development of members of the HR team and ensuring that appropriate training and development opportunities are available
   e. Primary contact for the College’s legal advisers in relation to employment matters
   f. Oversee staff communications from the HR Department
   g. Working closely with the Assistant Bursar, oversee from the HR department side the implementation and ongoing development of an integrated payroll/HR system

2. HR support for the academic workforce
   a. Provide HR advice to senior leaders, line managers and staff members by telephone, email and face to face, undertaking research and interpreting procedures to answer more complex questions as appropriate
   b. Work with line managers to design effective job descriptions and job advertisements (and to ensure consistency across positions) ensuring that they comply with College guidance and best practice
   c. Oversee the administration of recruitment exercises from placing advertisements to preparing offer letters and contracts.

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1 This is expected to be in progress by the time of the appointment
d. Manage work permit and visa applications for staff and visitors to ensure that College procedures are followed and departmental records are compliant with UKVI requirements.

e. Oversee the monitoring of the sick leave absence records, annual leave records, end of probationary periods, annual PDR dates, contract end dates and the processes for issuing necessary reminders to Heads of Department.

f. Management of employee casework, including performance issues, absence management, disciplinary and grievance. Support line managers in handling individual employee cases ensuring compliance with College policy.

g. Jointly with the Deputy HR Manager carry out induction sessions for all new staff.

h. Oversee referrals to the College’s occupational health providers and confidential welfare service

i. Maintain close liaison with the Secretary to Council and maintain effective two-way communication with regard to Fellowship matters.

3. Contributing to the development and delivery of the College’s HR strategy

a. Keeping under review developments in HR practice and advising the College of new approaches to, for example, employee recruitment, reward and engagement and career development

b. Initiate projects to inform the development of College strategy, delegating to members of the HR team as appropriate. For example: evaluating staff benefits and suggesting options for new or alternative benefits; undertaking pay reviews, undertaking and participating in surveys (for example, market/salary surveys and benchmarking exercises); undertaking staff surveys

4. HR Governance

a. Working closely with the Secretary to Council, undertake regular review of the College’s regulations relating to HR matters to ensure that they are up-to-date and consistent with HR policies and practice, advising on amendments as necessary

b. Working closely with the Secretary to Council review those of the College’s Statutes that relate to HR matters, advising on amendments as necessary

c. Jointly with the Deputy HR Manager, develop appropriate HR policies, procedures, codes of practice, statement of terms and conditions of employment and staff handbooks to ensure compliance with current employment legislation and good HR practice, including UKVI regulations

5. Committee Secretariat Support

a. The post holder will be a member of the Personnel Committee and Personnel Sub-Committee and, as the College’s lead HR professional will proactively advise on current and forthcoming changes in employment law, public policy and best practice

b. Jointly with the Deputy HR Manager, the post holder will provide efficient and effective secretariat support to the College’s HR related committees, including the Personnel Committee, the Personnel Sub-Committee; the Health & Safety Committee
Any other reasonable duties commensurate with grade and role required by the Bursar.

Person Specification

Qualifications, Knowledge and Experience:

- Good honours degree
- Chartered Membership of the Institute of Personnel and Development
- Substantial experience of working as an HR professional across a broad range of human resource disciplines
- Experience of working as an HR professional within the Higher Education sector, ideally within a collegiate context
- Sound knowledge of current employment law and good practice
- Experience of HR databases and information systems

Skills, Abilities and Competencies:

- Excellent communication and influencing skills, both written and oral, so that credibility with key client groups can be established quickly and maintained
- Ability to work on own initiative, to demonstrate self-motivation, to work with limited supervision and to take the lead in dealing with HR issues to a satisfactory conclusion
- Strong administrative and organisational ability including an ability to prioritise tasks to meet a variety of deadlines and to react to changing situations
- Demonstrable ability to support organisational change
- Demonstrable skills and ability to manage a small team
- An ability to work to a high standard with excellent attention to detail
- Strong IT skills with good knowledge of Microsoft Office Software (including Word, Excel, Outlook, Access and Powerpoint)
- A flexible, professional and adaptable attitude towards work.
- The ability to work as part of a team and to establish rapport and maintain effective working relationships with immediate colleagues and members of the College at all levels
- The ability to deal appropriately with material and information of a personal and confidential nature.