

JOB DESCRIPTION

People & Culture Manager

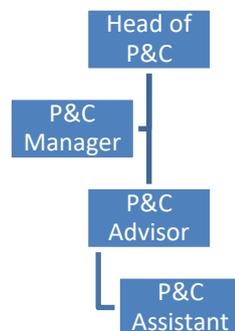
College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

Team/ Department: People & Culture
Reporting to: The Head of People & Culture
Close working with: Deputy Senior Tutor, Heads of Department (Operational and Administrative), staff and academic workforce



Purpose of Job

To act as a proactive People & Culture partner, supporting the delivery of a high-quality P&C service across the College. The role combines operational expertise with a partnering approach, leading on complex people matters, supporting workforce planning, and contributing to the delivery of the College's People & Culture Strategy through effective implementation and the use of data and insight.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Strategic Delivery

- Support the delivery of the College's People & Culture Strategy through effective operational implementation
- Translate College and departmental priorities into practical people plans
- Contribute to committee papers and provide relevant people insights as required

Data & Insights

- Use HR systems, including Zellis, to generate workforce data and insights
- Support the production of people reports for senior leadership and committees
- Identify and highlight trends (e.g. absence, turnover, engagement) to inform decision-making

Workforce Planning

- Work with Heads of Department to support workforce planning aligned to operational needs and budget cycles
- Contribute to short- to medium-term resourcing and succession planning

Culture & Engagement

- Support the delivery of engagement, wellbeing and inclusion initiatives across the College
- Promote and embed Girton values (Excellence, Inclusion, Sustainability) in day-to-day people practices

Leadership & Capability

- Support the development and delivery of management development initiatives
- Coach and support managers to build capability in people management and performance

Governance & Risk

- Support people-related inputs to the College risk register
- Ensure compliance with policies, procedures, and employment legislation
- Contribute to maintaining audit readiness and good governance practices

Employee Relations:

- Provide expert advice and support on complex employee relations matters.
- Build manager capability to manage people issues effectively and consistently
- Advise on employment policies, procedures, and contractual matters
- Support organisational change activity, including consultation processes and implementation
- Co-ordinate job evaluation, grading, and salary benchmarking

In conjunction with the Head of P&C

- Lead on defined P&C projects, working with managers and stakeholders to support delivery
- Support the development and review of policies in line with legislation and College ordinances
- Ensure the Employee Handbook is maintained and updated in line with College processes
- Support the review and maintenance of terms and conditions of employment to ensure they remain up to date and fit for purpose

Recruitment:

- Using a data-led approach to provide guidance to Heads of Department on effective short-to-medium succession planning to meet resourcing requirements.
- Coach managers through best practice and effective, engaging methods for attracting, hiring and retaining talent.

- In collaboration with the Head of P&C provide insight into best practice and effective mechanisms for recruitment and development aligned to the College's EDI strategy.
- Guide the P&C Assistant with managing recruitment campaigns and post appointment activities.

Training & Development:

- Support the development and coordination of training and development activity for managers and colleagues
- Deliver training sessions and workshops as required
- Support the College's management development programme, including attendance at sessions and follow-up actions
- Lead the coordination and delivery of induction programmes for new managers and Heads of Department, and support induction for the academic workforce

Stakeholder Management:

- Build effective working relationships with stakeholders, acting as a trusted point of contact for people-related matters
- Use data and insight to support managers with workforce planning and people decisions
- Support managers in improving engagement, performance and retention within their teams

General duties:

- Act as a mentor to the P&C Advisor and Assistant
- Deputise for the Head of People & Culture as required
- Contribute to relevant College committees and intercollegiate forums as appropriate
- Provide administrative and governance support to the P&C Committee (P&CC) as required
- Work in accordance with College policies and procedures
- Participate in mandatory training, including Health & Safety, GDPR and other compliance requirements
- Undertake any other reasonable duties as requested by the Head of People & Culture or Senior Officers

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Educated to degree level, or equivalent experience	✓		CV and Cover Letter
Level 5 or 7 CIPD qualification (or working towards), or equivalent level of experience	✓		
Evidence of continuing professional development.	✓		Interview
Qualified Mediator / conflict resolution		✓	
Skills and Experience	Essential	Desirable	Method of assessment
Experience of operating in a similar role in a medium-sized organisation	✓		CV and Cover Letter
Experience of operating within a business partnering model,	✓		
Strong problem-solving and decision-making skills	✓		Interview
Experience of leading People & Culture / HR projects and operational activity	✓		
Demonstrable knowledge of employment law and its practical application	✓		References
Experience of coaching and supporting line managers	✓		
Experience of supporting organisational change activity	✓		
Experience of using HR systems (preferably Zellis or similar) and using data to inform decisions	✓		
Strong planning, organisation and prioritisation skills	✓		
Experience of workforce planning or resourcing activity	✓		
Experience within higher education or a similar complex stakeholder environment		✓	
Personal qualities	Essential	Desirable	Method of assessment
Ability to work independently, using initiative and sound judgement	✓		CV and Cover Letter
Proactive and solution-focused, with the confidence to initiate ideas	✓		
Ability to manage multiple priorities and deliver to a high standard with attention to detail	✓		Assessment Exercise*
Strong interpersonal skills, with the ability to influence and build effective relationships	✓		
Ability to operate with discretion, professionalism and confidentiality	✓		References
Resilient and calm under pressure	✓		
Excellent communication skills, both written and verbal	✓		
Flexible and adaptable, with a willingness to respond to changing priorities	✓		
Commitment to inclusion, fairness and positive workplace culture	✓		

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Points 45-50, Salary Range £42,254 - £48,822 (depending on skills and experience)
Working arrangements	Full time, 35 hours per week
Contract term	Permanent, subject to a six month probationary period.
Annual leave	34 days paid holiday including public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Salary sacrifice Workplace Pension Cycle to Work Scheme Electric Car scheme Life assurance X 3 salary EAP and Wellbeing via Help@hand Access to Cash Healthcare plan via Medicash Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>