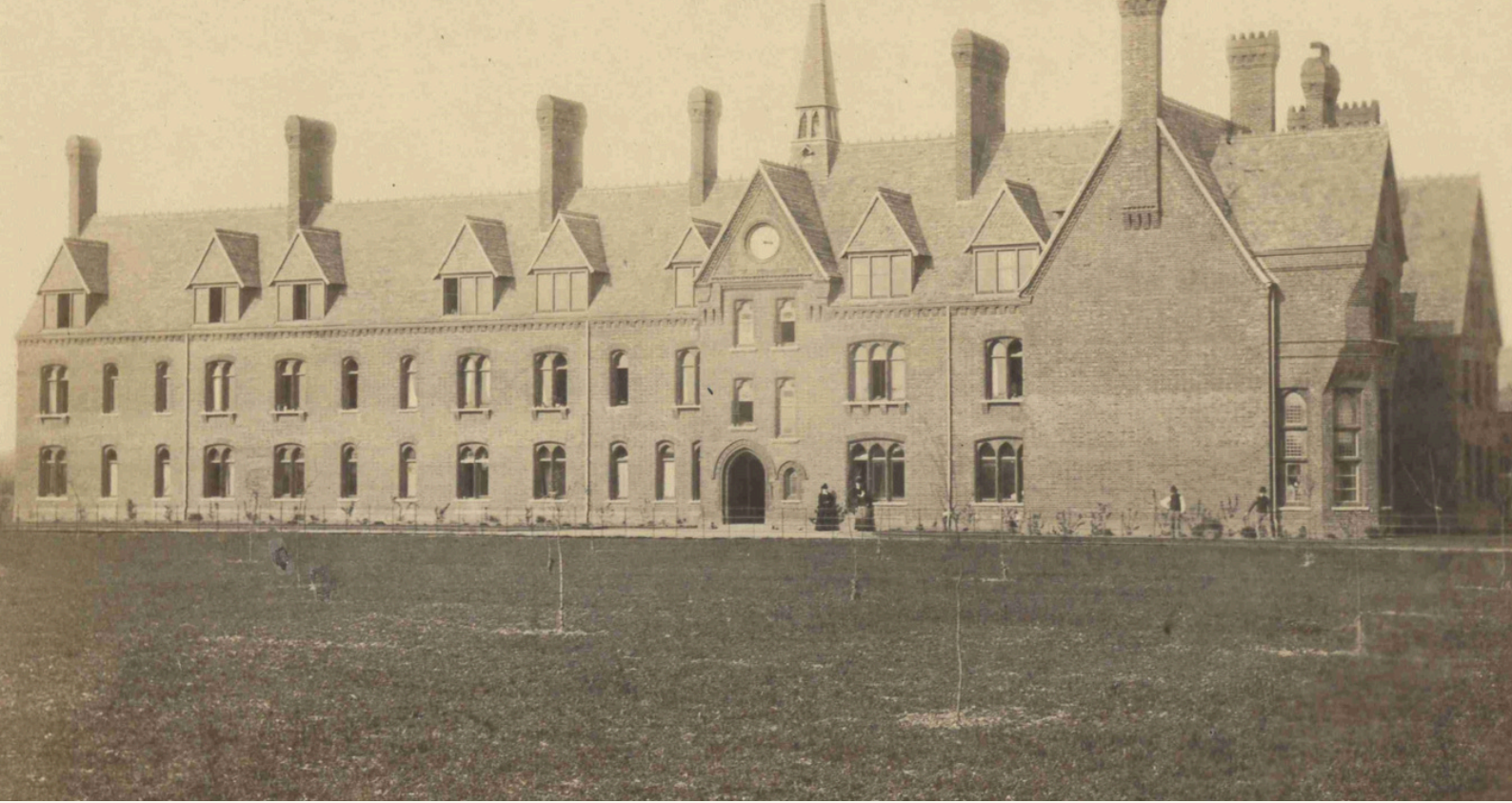


People & Culture Manager

Candidate Pack



About Girton

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

The Role

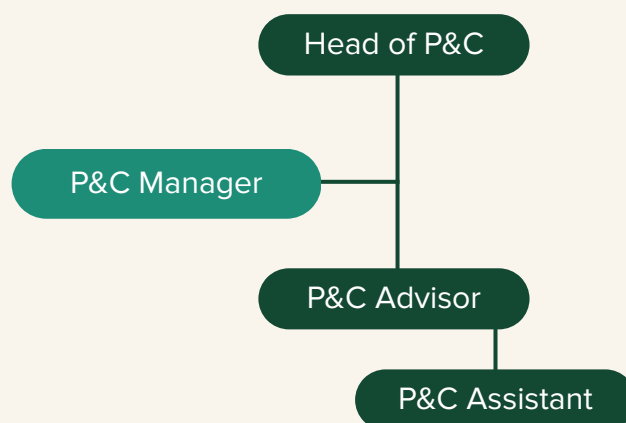
Our People & Culture function has spent the last phase rebuilding its foundations: modernised policies and contracts, stronger governance reporting, better recruitment and onboarding, and a growing focus on wellbeing and inclusion. The next phase is about making that work sustainable and measurable: consistent advice across the College, confident managers, better workforce insight as we implement our new HR system, and a team with the depth and resilience to deliver. We are now looking for an experienced People & Culture Manager to play a central part in that.

A Cambridge college is not a conventional organisation. Decisions are shaped by Fellows, senior officers and committees as well as by line management, and influence comes from credibility, relationships and good judgement rather than hierarchy. If you enjoy working in that kind of environment and want your work to make a visible difference in a close-knit community, we would love to hear from you.

Experience in higher education is welcome but not essential.

Reporting to the Head of People & Culture and deputising for them when required, you will be a trusted partner to Heads of Department, senior officers and academic colleagues. You will:

- Lead on complex employee relations matters, giving sound, pragmatic advice grounded in employment law
- Coach and support managers to handle people issues confidently themselves, rather than relying on P&C to step in
- Support workforce planning, organisational change, and job evaluation, grading and salary benchmarking
- Use HR systems and data to inform decisions, and contribute insight to reports and papers for College committees
- Mentor and support the development of the P&C Advisor and Assistant
- Help embed wellbeing, inclusion and our values of Excellence, Inclusion and Sustainability in everyday practice



Close working with

Deputy Senior Tutor, Heads of Department (Operational and Administrative), staff, and academic workforce.

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 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.
- Co-ordinate job evaluation, grading and salary benchmarking.

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.

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 P&C 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 P&C or Senior Officers.
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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.

Essential

Qualifications

- Educated to degree level, or equivalent experience.
- CIPD Level 7 qualification (or working towards), or equivalent relevant experience.
- Evidence of continuing professional development.

Skills and Experience

- Experience of operating in a generalist HR or People & Culture role within a complex, multi-stakeholder organisation.
- Experience of operating within a business partnering model.
- Strong problem-solving and decision-making skills.
- Experience of leading People & Culture / HR projects and operational activity.
- Demonstrable knowledge of employment law and its practical application.
- Experience of coaching and supporting line managers.
- Experience of supporting organisational change activity.
- Experience of using HR systems (preferably Cascade or similar) and using data to inform decisions.
- Strong planning, organisation and prioritisation skills.
- Experience of workforce planning or resourcing activity.

Personal qualities

- Ability to work independently, using initiative and sound judgement.
- 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.
- Strong interpersonal skills, with the ability to influence and build effective relationships.
- Ability to operate with discretion, professionalism and confidentiality.
- 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.

Desirable

Qualifications

- Qualified Mediator / conflict resolution

Skills and Experience

- Experience within higher education or a similar complex stakeholder environment.



Terms & Conditions

Salary

USSS Point 45–50

£43,099 – £49,798, depending on skills and experience

Working arrangements

Full time, 35 hours per week.

Contract term

Permanent, subject to a six-month probationary period.

General

The role holder will be required to work in accordance with College policies and procedures.

The role holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.

Any other reasonable duties as requested by your Line Manager and Head of Department.

Benefits

- 26 days paid holiday plus 8 public holidays.
- 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 and swimming pool.
- Free staff lunch and refreshments.
- Free on-site parking.
- Flexible / hybrid working arrangements
- Staff discount to hold private events in College.
- Local discounts via the University.
- Access to a Holiday Playscheme.

Some of the above are non-contractual.

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 because 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.

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.



How to apply

To apply for this role, please **submit your CV and a cover letter** detailing how your skills and experience match the person specification to recruitment@girton.cam.ac.uk.

If you require additional information or support, please email recruitment@girton.cam.ac.uk. Please read our [applicant privacy notice](#) before applying.

The closing date for applications is **9 AM on Friday 23 October 2026**.

Interviews will take place on Wednesday 28 October 2026.

Further information:

- Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- The College is not able to offer visa sponsorship for this role.
- The College is an Equal Opportunities employer encouraging diversity and inclusion.

All employers are subject to a legal requirement under the Immigration, Asylum and Nationality Act 2006 to check that anyone to whom they offer employment has the right to work in the UK.