

JOB DESCRIPTION - Last Revised September 2010

JOB TITLE: Human Resources Manager
SECTION: Human Resources
REPORTS TO: Director of Human Resources

MAIN PURPOSE OF JOB

- (a) To coach & advise managers in all aspects of HR and the employment life cycle including performance management, absence and grievance procedures
- (b) To develop the people management skills of line managers
- (c) To promote HR related initiatives within the College
- (d) To ensure the College HR policies, procedures and employment contracts are legally compliant
- (e) To support the Director of Human Resources, deputising in his/her absence and representing the College externally as required
- (f) To lead, motivate and support the operational HR team in the provision of a wide range of customer focused HR services, ensuring that effective HR administration systems and processes are in place
- (g) To contribute to the development of the HR strategy, managing the effective implementation of supporting operational plans
- (h) To lead HR project work including the development of employment policies

MAIN DUTIES

- To provide ad hoc advice to managers and employees on HR related matters
- To work collaboratively with managers and departments eg Finance and Occupational Health to provide effective management of all aspects of operational HR support and services, including:
 - Absence Management
 - Discipline and Grievance
 - Disclosure/Screening Processes
 - Employment Policies
 - Induction
 - Payroll
 - Recruitment and Retention
 - Reward and Recognition
- To develop and implement operational policies, processes and employment contracts which reflect and support the delivery of College priorities and objectives and enable the College to demonstrate legal compliance
- To provide HR input as relevant to the development of policies and processes within other areas of the College
- To establish and maintain appropriate systems for monitoring, measuring and reporting on HR activity and statistics (internally and externally) within agreed formats and timescales, liaising with other sections as appropriate eg Finance

- To maintain up to date knowledge of all relevant legislation, advising and implementing new/changed policies and procedures to ensure the College meets it's statutory requirements
- To ensure the necessary HR administration, including paper and system records are accurately and securely maintained at all times
- To ensure appropriate job descriptions and person specifications are developed and maintained for all posts
- To line manage and develop direct reports within the operational HR team
- To develop and deliver HR communication activities to proactively engage employees in new initiatives or changes and keep them informed of progress
- To coach and train managers in people management matters eg induction, performance management
- To manage your own professional development, with support from the Director of Human Resources
- To carry out such other duties as may reasonably be decided from time to time by the Director of Human Resources

As a term of your employment you may be required to undertake such other duties as may (reasonably) be required of you in the post and section mentioned above or in another post in any of the College's other sections or divisions.

SALARY

This Job Description is subject to review as part of the appraisal of the College. This is a description of the job as it is at present constituted. It is the practice of the College to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will therefore be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to make reasonable changes to your job description after consultation with you.

I agree that this job description is an accurate reflection of my post.

I agree that in the event of my job description being subject to review, I will be consulted during the process.

Signed Date
(Job Holder)

Signed Date
(Line Manager)

PERSON SPECIFICATION

- ideally CIPD qualified
- several years' experience in a generalist HR capacity
- able to demonstrate high standards of professionalism in all activities undertaken, displaying an approachable, fair and confidential attitude
- experience of managing others within an HR environment
- sound experience and track record of development and implementation of policies and procedures
- up to date working knowledge of Employment Legislation and current practice
- awareness of challenges facing HR professionals within FE
- strong communication and negotiation skills, including written, oral, email and presentation skills
- excellent administration skills
- track record of identifying business issues and responding with effective and measurable HR interventions
- proven management capability, able to lead HR activity across the College
- able to role model effective people management/leadership skills and establish credibility with key players
- capable of hands on problem solving, with an ability to generate appropriate, effective solutions
- able to cope with competing demands and to effectively prioritise workload of self and team
- solutions orientated and 'can-do' approach
- able to deliver multiple projects and be a flexible and reliable team player
- prepared to work variable hours when necessary in order to meet the requirements of the post.