Job Description for – Human Resources Manager

Line Manager – Head of HR

Responsible for – HR Coordinator and HR & Pensions Coordinator

BACKGROUND INFORMATION

The HR Manager will lead the day-to-day work of the department whilst working collaboratively with both the Head of HR and the HR Coordinators. This varied role, which is key to the HR function, will provide HR advice in line with both legislation and College policies whilst also considering the ethos of the College.

The HR Department currently consists of the Head of HR, HR & Pensions Coordinator, HR Coordinator, and the Senior Payroll Administrator.

ESSENTIAL SKILLS REQUIRED

- Accomplished and proactive HR generalist with strong ER skills and in-depth knowledge of Employment Law.
- A people centric approach
- Ability to work both collaboratively and supportively to build strong relationships within a small team and across the College.
- A driven approach along with the ability to creatively problem solve.
- Excellent organisational and time management skills along with the ability to prioritise and work flexibly to tight deadlines.
- Ability to use initiative to manage a varied and demanding workload.
- Experience of managing a small team

PRINCIPAL RESPONSIBILITIES

In liaison with Head of HR:

Dispute Resolution and problem-solving

1. Provide advice and guidance on day-to-day employment issues.
2. Supporting managers to resolve issues by giving advice & guidance and taking a pragmatic approach whilst considering legislation, College policies, best practice and importantly the ethos of the College.
3. Providing guidance for managers undertaking disciplinary or grievance investigations as necessary.
4. Provide support to managers dealing with capability, performance management, disciplinary and grievance procedures, to ensure compliance with employment law and College policy, escalating more serious or complex matters to the Head of HR.
5. Undertake disciplinary and grievance investigations when required.
Recruitment

In liaison with the HR Coordinators, oversee the recruitment of staff to ensure the recruitment process complies with legislation and best practice.

1. Work with managers to understand the requirements for the vacancy, assist with the development of job descriptions prior to advertising.
2. Liaise with the HR Coordinators and managers with regard to, shortlisting and interviewing candidates.
5. Maintain recruitment statistics.
6. Ensure the College compliance with immigration status and UK Visa requirements.
7. Provide advice and guidance in relation to work permit and relevant immigration legislation.

Absence Management

1. In liaison with the HR coordinators, review high levels of absence in conjunction with the Bradford Factor and other areas of concern.
2. Liaise with managers regarding staff absence, return to work interviews, including phased returns and where necessary, reasonable adjustments along with other areas of concern.
3. Liaise with managers to arrange formal absence review meetings.
4. Conduct absence review meetings, escalating to the Head of HR where necessary.
5. Arrange Occupational Health referrals as necessary.

Policies

1. Updating Policies and procedures to ensure compliance with current legislation and also best practice.
2. Review and update the staff Handbook to ensure it is easily accessible to all staff.

Line Management

Responsibility for leading the HR team, currently the HR Coordinators, to ensure smooth, professional, and efficient delivery of the HR service across the College to ensure legislative compliance.

Other HR Tasks

1. Provide support to managers regarding probationary reviews and the annual appraisal process.
2. Manage Flexible working requests in liaison with managers.
3. Preparation of management information from the HRIS, currently Cascade, as required by the Head of HR, Bursar or College Officers.
4. Adhoc projects that may arise from time to time.

Training

1. Liaise with the Head of HR and managers to identify training needs and oversee the implementation of training programmes including sourcing of training providers as necessary.

Payroll

1. Liaise with the Senior Payroll Administrator regarding salary changes, pension, and other pay adjustments.
2. Authorisation of payroll in the absence of the Head of HR (training will be provided).

Pension

Liaise with pension providers regarding joiners, leavers and retirements.
Any other duties and responsibilities consistent with the post of HR Manager as may from time to time be required.

To observe College Policies which are available on the College website.
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<tr>
<th>PERSONAL SPECIFICATION</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications          | • Educated to A level standard or equivalent.  
                          • Qualified to CIPD level 5 or above. | • Qualified to CIPD level 7 |
|                         | • Strong ER skills  
                          • In-depth knowledge of UK Employment Law  
                          • Ability to develop strong collaborative relationships with stakeholders.  
                          • Excellent organisational skills and attention to detail.  
                          • Excellent IT skills including MS Office.  
                          • Excellent administrative skills.  
                          • Working knowledge of GDPR | |
| Skills & knowledge      | • Proven experience working at a senior level in a HR Generalist role.  
                          • General understanding of basic payroll processing.  
                          • Proven ability to build & maintain collaborative working relationships.  
                          • Having responsibility for supervising staff | • Experience working in a similar environment.  
                                                                 • Experience of undertaking some payroll processing/checking. |
| Relevant Experience     | • Ability to lead and develop a small team.  
                          • Excellent communication skills both verbally and in writing along with the ability to communicate at all levels.  
                          • Remain calm and professional under pressure.  
                          • Strong influencing and problem-solving skills.  
                          • Ability to work flexibly, both with a minimum of supervision and as part of a collaborative team.  
                          • Ability to use own initiative to work towards developing/improving working practices. | |
| Personal attributes     | N.A. | |
| Additional Requirements | Membership of CIPD | |
| Membership of a professional body | Ability to maintain absolute confidentiality. |