EMMANUEL COLLEGE

Further particulars relating to the post of Head of HR

The College

Emmanuel College is one of the larger Colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the senior management team of the Master, Bursar and Senior Tutor. The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful. The relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

The College is known for its warm, friendly and welcoming approach to every member of the Emmanuel community.

As it prepares for the retirement of a senior member of staff the College Bursary is undergoing a restructuring exercise and is seeking to appoint to a new role of Head of HR reporting directly to the Bursar. The Head of HR will head up a small team of two staff and will work closely with the Bursar to manage the payroll of some 250 employees, four pension schemes and the HR function at the College.

The Post

The College is seeking to appoint an exceptional Head of HR who will be responsible for managing HR, payroll and pension administration in the College. The principal objective is to deliver a comprehensive HR, payroll, pension service to the College. This is a “hands on” role that requires regular interaction with members of staff. The successful candidate will be qualified CIPD to level 7 as a minimum, have wide experience of managing an HR function, payroll administration and the management of pension schemes, including liaison with Independent Financial Advisers and scheme administrators. The Head of HR will also ensure that the HR, payroll and pensions functions are GDPR compliant.

The person specification and duties of the Head of HR are set out in more detail together with the Job Description, both of which are attached. The person appointed will have an excellent standard of IT literacy, including Microsoft Word, Excel and Outlook, and familiarity with the management, maintenance and reporting from a relational payroll and HR database. Tact and discretion in dealing with confidential and sensitive matters are essential, as is meticulous attention to detail and excellent command of the English language both orally and in writing. The role requires a comprehensive knowledge, and experience of, best practice, statutory requirements and legal compliance in HR, payroll, pension matters. Strong organisational and administrative skills and a flexible and pro-active approach are essential, as is the ability to interact and communicate effectively with a wide range of people and the ability to promote the resolution of differences. The person appointed will need to be able to work to tight and competing deadlines both as part of a team and using their own initiative.
The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions, in addition to statutory bank and public holidays.
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary within the range of £44,000 to £50,000 per annum dependent upon qualifications and experience.

Other benefits include:

- Child Care Voucher salary sacrifice arrangement in appropriate situations,
- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Permanent Health and Life Insurance in conjunction with pension schemes,
- Full-time position for a total of 36.6667 hours per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
- Various discount schemes are available from local traders

Application

Applications should be via completion of the enclosed application form together with a hand written covering letter. The closing date for receipt of completed applications is mid-day Wednesday 6 June 2018. Interviews for this post will be held during week commencing 11 June 2018, non-availability during that week should be indicated in applications.

Applications should be addressed for the attention of the Bursar’s Assistant, Emmanuel College, St Andrew’s Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential”.