EMMANUEL COLLEGE

Job Description

JOB TITLE: Head of HR

JOB OBJECTIVES: To lead the College HR, payroll and pension administration functions, establishing a clear vision, direction, positive tone and culture for College staff. The post holder advises the Bursar on all HR matters, and provides practical and operational support to College Officers and Heads of Departments in addition to individual members of staff.

Responsible to: The Bursar

Responsible for: The two members of staff employed within the payroll, HR and pension administration functions.

MAIN DUTIES:

To manage the College’s HR, payroll and pension administration functions, acting as line manager for staff within these functions. To ensure that best practice is observed and all statutory and legal compliance requirements are met in all matters relating to HR, payroll, and pension administration. This involves “hands-on” interaction with individual staff and managing-two members of staff. Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the Bursar in accordance with a variety of duties which include the following:

1. Contributing to the development and delivery of the College’s HR strategy
   Working with the Bursar to develop and implement a vision for HR in Emmanuel College.
   (i) Keeping up-to-date with employment law, best practice, and current developments in, HR. Advising the Bursar on new approaches to employee recruitment, reward, engagement and career development.
   (ii) Initiating projects to inform the development of College strategy, for example, to evaluate staff benefits, suggesting alternative benefits; undertaking pay reviews; participating in surveys and benchmarking exercises; undertaking staff surveys.
   (iii) Advising the Bursar on College policies relating to HR matters, including employment terms and conditions, and those relating to staff communications and engagement, staff development and staff welfare provision.
   (iv) As a member of the Work and Stipends Committee, contributing to discussion, review of and decision making about, College HR, payroll and pension policies, practice and procedures.

2. HR support to College Officers and Heads of Departments
   Working with the Bursar to support College Officers and Heads of Departments in their line management roles.
   (i) Providing HR advice to Heads of Departments and College Officers to assist them in the effective management of the functions for which they are responsible. This will include providing advice in person, by telephone and by email together with undertaking research, or consultation with external advisors, in order to advise on more complex questions.
   (ii) Assisting Heads of Departments and College Officers with the recruitment process including designing job descriptions, advertisement of vacancies and further
particulars. While responding to department specific requirements, ensuring appropriate consistency across departments and observation of College policies and best practice.

(iii) Liaise with College Officers and Heads of Departments to administer staff recruitment from advertisements to offer letters and contracts of employment.

(iv) Advising Heads of Departments and College Officers on College HR policies, including a consistent approach and implementation of the policy for the grading of posts.

(v) Managing work permit applications for members of staff as necessary and ensuring that staff records are compliant with UKBA requirements.

(vi) In liaison with Heads of Departments, monitoring staff absence levels, annual leave records, staff induction and probationary procedures, return to work procedures including the completion of risk assessments for staff returning from long term absence, employment contract end dates etc.

(vii) Guiding, supporting and advising line managers (including Heads of Departments) in the management of employee casework, including performance issues, absence management etc. to ensure compliance with College policy.

(viii) Guiding, supporting and advising Heads of Departments in the management to a satisfactory conclusion disciplinary and grievance cases to ensure compliance with both the College policies and the ACAS Code,

(ix) Overseeing referrals to external occupational health providers and confidential welfare services.

(x) Ensuring that College HR, payroll and pensions administration is GDPR compliant.

3. Leadership and management of the HR, payroll and pensions administration function

   (i) Monitoring the overall workload of the department to ensure that satisfactory service levels are attained.

   (ii) Providing advice, guidance and support to the other staff within the HR, payroll and pension administration team and supervising the work of those members of staff.

   (iii) Overseeing the professional development of the members of staff within the team and ensuring that appropriate training and development opportunities are made available.

   (iv) In consultation with the Bursar, liaising with the College’s external advisors on employment related matters.

   (v) Ensuring effective communications to all staff in connection with HR, payroll and pensions matters, by various methods including in person, electronic, online and hard copy communications.

   (vi) Managing and promoting fully integrated payroll and HR systems.

4. Management of payroll

To ensure that the College payroll process operates effectively and meets statutory, legislative and College requirements:

   (i) Advising the Bursar on the operation and adequacy of the College payroll systems and processes, recommending improvements or revisions as appropriate including any applicable to payroll software and services provided by any payroll bureau.

   (ii) Management and authorisation of the monthly payroll ensuring the approved College authorisation procedures are correctly applied. NB This will involve payroll processing as necessary,

   (iii) Ensure the payroll process complies fully with all HMRC, regulatory, legal and pension scheme requirements, including management of the various HMRC audits,
Liaison with the College Accountant to ensure appropriate integration of the payroll and accounting systems.

Production of the annual Gender Pay Report for the College.

Annual production of the HMRC P11d Forms.

Monthly monitoring of pay rates against the National Minimum Wage.

Ensure that adequate personnel files are maintained in order to meet College and regulatory requirements.

5. Pensions administration

To ensure that membership of, and contributions to, the pension schemes (USS, CCFPS, Aviva and auto enrolment) are managed effectively.

(i) Ensuring that all Fellows and staff are informed of the pension arrangements offered by the College and that, on joining the College, their decision on pension scheme membership is implemented.

(ii) Authorising retirement documentation, new joiners and leavers from pension schemes and liaison with scheme administrators

(iii) Compilation of annual pension scheme data in accordance with administrators requirements,

(iv) Providing information to Fellows and staff on pension scheme arrangements, communicating with staff about changes to these arrangements, and, in liaison with the pension scheme providers, responding to questions raised by scheme members, including requests for valuation and benefit projections etc.

(v) Coordinating with the pension scheme providers to conduct any member consultation exercises required by the provider.

(vi) Administering employer and employee pension contributions through the payroll processes and liaise with the College Accountant to ensure that pension records are maintained appropriately.

(vii) Acting as Secretary to the Trustees of the Aviva pension scheme including production of the annual report of the trustees and scheme accounts.

(viii) Liaising with external advisors, including the scheme actuaries, and pension scheme administrators as necessary.

(ix) Advising the Bursar on the adequacy and appropriateness of pension arrangements in the light of current legislation, regulation and best practice together with any proposed changes to current pension arrangements.

6. Undertake the role of an authorised signatory for various bank and accounting processes.

7. Observe all recognised safety procedures together with the College Health and Safety Policy

8. Observe the College Equal Opportunities Policy, the Social Media Policy, the Computer Acceptable Use Policy and the College Policy on the application of the GDPR, at all times.

9. Any other duties and responsibilities which are consistent with the post of Head of HR as may be reasonably requested from time to time.
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Person Specification for the post of Head of HR

The College is seeking to appoint an exceptional Head of HR who will be responsible for managing HR, payroll and pension administration, reporting directly to the Bursar. The principal objective of this role is to deliver a comprehensive HR, payroll and pension service to the College. The Head of HR will head up a small team of two staff and will work closely with the Bursar to manage the HR function together with Payroll and administration of Pension Schemes for some 250 employees.

Experience and Personal Qualities

This is a “hands on” role involving regular interaction with members of staff at all levels. The successful candidate will have the following qualities and experience:

- a comprehensive knowledge, and experience of, best practice, statutory requirements and legal compliance in HR, payroll and pension matters
- CIPD to level 7 qualification (as a minimum)
- wide experience of managing an HR function, payroll administration/processing and pension schemes,
- accustomed to liaison with Legal Advisers, Independent Financial Advisers and Pension Scheme Administrators.
- excellent standard of IT literacy, including Microsoft Word, Excel and Outlook,
- familiarity with the management, maintenance and reporting from a relational payroll and HR database
- competence to understand and authorise various accounting and banking matters
- qualities of tact and discretion especially when dealing with confidential and sensitive matters
- meticulous attention to detail
- excellent command of the English language both orally and in writing
- strong organisational and administrative skills
- flexible and pro-active approach to the duties and responsibilities allocated
- familiarity with interacting and communicating effectively with a wide range of people
- promote and manage the resolution of differences between individuals
- work to tight and competing deadlines both as part of a team and using own initiative