



HR Manager

Job Description

POSITION OVERVIEW

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| Department | : | Resourcing and Operations |
| Location | : | London, England |
| Term | : | Full-time; permanent |
| Salary | : | £40,0000 - £45,000 per annum, based on experience |
| Start | : | Immediate |
| Benefits: | | Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |

Overall purpose

Reporting into the Director for Resourcing and Operations, you will provide a comprehensive and professional HR service to meet the needs of the College management and its community. To input at both an operational and strategic level to identify HR priorities and to contribute to positive staff engagement and wellbeing.

Duties and responsibilities

- Ensure that HR policy and procedures remain current, fit for purpose and suitable for the College and its needs, and in compliance with legal obligations.
- Contribute to fostering a positive working environment, including work with the trade union to ensure that all stakeholders work constructively together.

- Provide support, advice, and guidance, including on matters of employment legislation, internal policies and procedures, and best practice.
- To lead and coordinate employee relations caseload (capability, disciplinary, grievance, redundancies etc.) to ensure it is managed efficiently, professionally and in line with the relevant employment law and policies and procedures.
- Support the recruitment and selection process, to include preparation of job descriptions and drafting of advertisements, processing applications, oversee shortlisting procedures, scheduling of interviews, and being the first point of contact for applicants.
- Undertake and oversee the onboarding and offboarding procedures.
- Provide oversight and support to the College appraisal processes, ensuring correct application of policies and procedures and record maintenance.
- To maintain accurate and confidential staff records, and in compliance with GDPR regulations.
- Work with the finance team on the monthly processing of payroll and liaising with the Independent Financial Advisers in relation to staff benefits.
- To undertake the accurate completion of statutory returns (including HESA) and data requests within agreed (or in the case of FOI) specified timescales concerning HR data.
- Contribute to the development and implementation of the annual staff training planner, including sourcing external trainers and resources, and within specified budgets.
- Support change management process, and participate in the implementation of specific projects, procedures, and guidelines to help align staff with the strategic goals of the organisation.
- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and Safeguarding Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To undertake staff development/CPD training as required by the nature of the post and the range of duties described within the job description and demonstrate a commitment to continuous personal and professional development.
- To undertake such other duties commensurate with the nature of the post as may reasonably be required.

Personal Specification

DUTIES AND RESPONSIBILITIES

- CIPD level 5 or 7, or equivalent qualification in a related subject (essential)
- Experience in an HR Generalist role (essential)
- Experience of working with trade unions (essential)
- Experience of working as the sole HR practitioner within an organisation (desirable)
- Experience of working in an educational establishment (desirable)
- Experience of Immigration legislation and the Points Based Management System (PBMS) (desirable)

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

- Sound knowledge of current employment law, and best practice in HR management
- Strong communication, interpersonal and influencing skills
- Resilient, with ability to remain calm and measured under pressure
- High degree of professionalism and personal integrity; ability to exercise complete discretion
- Collaborative, flexible and adaptable, with willingness to proactively embrace change
- Comfortable in exercising a high degree of initiative, self-motivation and organisation, and professional judgement
- High level of competency in the use of IT, especially MS Office

Application Process

Applications should be made via [this link](#) by midnight, 29 January 2021. Please reference your application "HR1220". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role.