

JOHN LEGGOTT COLLEGE

JOB DESCRIPTION



JOB TITLE: Human Resources Manager

REPORTS TO: Director of Finance and Resources

WORK PATTERN: Full Time (37 hours per week)

ANNUAL LEAVE ENTITLEMENT: 25 Days + Bank Holidays per annum

CONTRACT: Permanent

SALARY: Spine Point 24-26 £33,613-£35,325

Purpose of the Role

Proactively support the college leadership team in the delivery of effective people management through expert advice, support and guidance, along with coaching and mentoring managers.

To oversee the HR function and ensure that matters are dealt with in a timely and accurate fashion, participating in and leading HR processes as required.

Key Responsibilities

1. To advise the College on employment law and best practice in HR and organisational development strategy.
2. Provides professional advice on employment legislation, policies and procedures, and conditions of service to ensure the correct application of these and consistent working practices.
3. To ensure that the College implements, updates and communicates HR policy.
4. To oversee and provide advice in respect of the College's appraisal and performance management procedures.
5. To oversee the implementation of the College Equality, Diversity and Inclusion Policy and to facilitate training and awareness raising as required.
6. To plan professional learning and development and staff training in respect of HR issues.
7. To manage the recruitment and induction of staff.
8. To facilitate the availability of mediation and dispute resolution as required.
9. To support the College through change management and the redundancy procedures if required.

10. To manage the return-to-work process for all staff for sickness absences and to implement the absence management review process in line with the sickness absence policy and procedure.
11. To manage requests for flexible working and oversee contractual changes and processes for staff wishing to leave or retire.
12. To support the college leadership team in disciplinary and grievance investigations, hearings and appeals, seeking advice as appropriate.
13. In line with the HR strategy produce workforce reports.
14. To manage the DBS and safeguarding requirements and take responsibility for the single central register.
15. To work collaboratively across the college to support well-being and “employee voice”.
16. To support the review of HR policies and procedures in line with best practice and employment legislation.
17. To line manage the HR administrator and cover supervisor.
18. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

In addition to the above the post holder will be expected to:

- Achieve agreed targets and performance indicators across all areas of responsibility
- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature: Date:

Line manager signature: Date:

**PERSON SPECIFICATION
HUMAN RESOURCES MANAGER**

Qualifications and awards	Essential	Desirable	How tested
Graduate CIPD (or working towards)	E		C/A
Level 7 Certificate in Human Resources or equivalent		D	I/C
5 A-C GCSE's including Maths and English or equivalent	E		I/C
Professional Knowledge and Experience			
Detailed knowledge and understanding of employment law and recommended and good practice	E		A/I/T
Sound knowledge and understanding of terms and conditions of employment for sixth form colleges		D	A/I/T
Experience of having worked in an HR environment	E		A/I
Experience of working in the education sector		D	A/I
Experience, and use, of a full range of IT	E		A/I/T/R
Experience in administration of electronic HR and payroll systems		D	A/I
Experience of working in a unionised environment	E		A/I
Experience of undertaking formal investigations and presenting cases at hearings / appeals	E		A/I
Experience of writing letters and reports on complex matters	E		A/I
Interpersonal Skills/ Intellectual ability			
Ability to work both independently and as part of a team	E		A/I/T/R
Experience of dealing sensitively with confidential issues		D	A/I/R
Ability to work to, and meet, tight deadlines	E		A/I/R
Ability and willingness to learn, and take on, new tasks quickly and accurately	E		A/I/R
Ability to communicate with internal and external stakeholders and partners building effective working relationships	E		A/I
Ability to consult and interact positively, achieving buy in and positive support for shared goals	E		A/I
Particular Requirements			
Commitment to, and evidence of, Continuing Professional Development		D	A/I
A willingness to work flexibly and ability to undertake evening / weekend working on occasions	E		I
DBS check	E		I

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the person specification can be explained as follows:

Essential The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A = **Application**
I = **Interview**
T = **Test**
C = **Certificates**
R = **References**
DBS = **Disclosure and Barring Service**

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.