



Job Description

Post Title: Human Resources Manager

Purpose:

To be responsible for the operational management of the HR function so as to ensure that all HR matters are managed effectively and support the delivery of strategic priorities in order that the College can deliver a high quality teaching and learning experience.

Responsible to: The Principal

Liaising with:

All College staff, in particular the Senior Leadership Team (SLT), Learning and Development Manager and other relevant groups within the College as well as external agencies.

Main Duties and Responsibilities

- Advise and support the Principal and Senior Leadership and Management Teams on strategic and operational HR matters, including the impact of legislative and sector decisions taken at national level as they apply to staff in Sixth Form Colleges.
- Maintaining effective professional links with specialist bodies and college and HR networks, including the Sixth Form Colleges' Association and external Employment Law advisors to ensure continued compliance and best practice.
- Regular review and revision of HR policies in conjunction with SLT, Governors and external employment law advisors to ensure they meet the needs of the College, are legally compliant and reflect best practice.
- To be responsible for the implementation of HR policies and procedures.
- To support the regular review of the organisational structure (including roles and responsibilities) ensuring it is fit for purpose and meets the requirements of the College.
- Provide specialist support and advice to senior members of staff with employee relations issues relating to their direct reports including conduct issues, employee capability and managing sickness absence.
- Provide specialist support to all staff of the College with queries or issues relating to their terms of employment along with guidance on HR policies and procedures.
- Ensure that all HR records and information is stored and maintained in line with the College Data Protection – GDPR policy and procedures.
- Update and maintain the Cintra IQ HR and Payroll systems and Cintra Self-Service system.
- Produce documents and reports as appropriate, including information for external surveys using HR data from Cintra IQ and other internal sources.
- Coordination of the end to end process for the recruitment of high-quality staff to the College ensuring compliance with the College Recruitment and Selection Policy and legal requirements.
- Update and maintaining the College Single Central Register undertaking regular reviews with the College Safeguarding Lead to ensure compliance with legislation.
- Oversee all employee administration via the HR Officer including accurate updates to Cintra IQ and the production of all documentation involved in the life cycle of the employee in line with College procedures and in a timely manner. E.g. new starter contracts and offer letters, contract variations, maternity leave entitlement letters and resignation acknowledgements.

- Oversee the effective and efficient coordination of monthly payroll and pensions activities via the Payroll & Pensions Officer including the preparation of monthly payroll updates and supporting documentation ahead of sign off by the Director of Finance, Resources and Estates and ongoing collaboration with the Cintra Payroll Bureau to ensure staff payroll queries are handled quickly and efficiently.
- Effective management of the HR budget including involvement in the budget setting process.
- Coordinate of the Staff Support Programme, ensuring that relevant documentation is completed in a timely manner.
- Coordinate the Probation Review process for all staff ensuring that relevant documentation is completed in a timely manner.
- Coordinate the staff Appraisal process and Performance Related Pay.
- Oversee the management of the College Long Term Sickness process including referrals to Occupational Health where appropriate and liaising with relevant managers and staff.
- Oversee the accurate recording and monitoring of staff sickness absence via the HR Officer, identifying where unsatisfactory absence levels need to be addressed and supporting the management of this in line with the College Attendance Management Policy.
- Ensuring the affective operation of quality assurance systems, particularly through contribution to the self-assessment process including writing and presenting an annual Self-Assessment Report for the area and carrying out the HR Action plan, meeting its targets as set out in the report and to report on progress.
- Line management of the HR Officer and Payroll & Pensions Officer.
- Regular undertaking of Continued Professional Development, seeking opportunities to attend workshops and events to ensure up to date knowledge of HR legislation and best practice.
- Liaising with relevant trade unions when required.
- Undertaking other professional requirements specific to this post.
- Work alongside the Learning Development Manager on all aspects of wellbeing and workload.

General

- To be aware of any comply with all College policies and procedures.
- To be aware of equal opportunities and to demonstrate these principals in all aspects of work.
- To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines.

Staffing

Staff Development

- To undertake staff development
- To take part in the College's Appraisal Process

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement

Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

Management of Resources

- To contribute to the maintenance of an attractive working environment

Other

- To support the aims and objectives of the College
- To attend meetings as appropriate
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract
- This Job Description is subject to periodic review and amendment
- To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR).

PERSON SPECIFICATION: HR MANAGER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and, where appropriate, should give examples of how they met the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Significant previous experience in an HR generalist role	x		Application / Interview
Previous experience / understanding of an educational environment		x	Application / Interview
Skills and Knowledge			
IT literate with a sound knowledge of MS Word, Excel and Outlook	x		Application / Interview
Previous experience of working with Cintra IQ or other similar HR databases		x	Application / Interview
Previous experiences of handling complex employee relations issues	x		Application / Interview
Excellent organisational and administrative skills and ability to prioritise and multitask	x		Application / Interview
Good written and oral communication skills and experience of communicating with staff at all levels within an organisation	x		Application / Interview
The ability to recognise and appreciate the confidential nature of HR work using discretion and high professional standards	x		Interview
Willingness to carry out training of other staff	x		Interview
Excellent attention to detail	x		Interview
Evidence of commitment to Continuous Professional Development	x		Application / Interview
Qualifications			
Qualified to CIPD Level 5 or above, or part qualified and in progress	x		Application / Interview
Educated to degree level or equivalent, or substantial relevant experience	x		Application / Interview
In depth and up-to-date knowledge of employment legislation and HR best practice	x		Application / Interview
Attitude and Impact			
Positive and enthusiastic	x		Interview
A dedication to continuous improvement both in working practices and personal development	x		Application / Interview
Able to motivate and develop others	x		Application / Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances	x		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	x		Interview
Committed to Equality and Diversity	x		Interview
Personal			
Enhanced DBS Clearance*	x		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	x		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>*this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Human Resources Manager

Start Date	April 2022
Closing Date	Closing date for receipt of applications is 10.00am on Monday 28th March 2022 . We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary is based on Sixth Form Colleges' Association Support Staff pay spine from Points 31-33 (£40,265 - £42,257) depending on experience.
Interview Date	Successful applicants will be contacted by telephone/email with details of the interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).
DBS Clearance and Safeguarding Checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
Rehabilitation of Offenders Act 1974	The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.