

**JOB DESCRIPTION – Human Resources Manager**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Human Resources Manager |
| Purpose of Role | * Take the lead in providing a highly professional and efficient HR service to the College, ensuring HR strategy is aligned to business strategy * Ensure that the College meets its statutory employment obligations, including those arising from the need to comply fully with Safeguarding Children Guidelines. * Lead and manage the HR team. |
| Overview | The department provides HR support to managers and staff across the College, while also meeting compliance requirements. |
| Reporting Structure | * The HR Manager reports to the Bursar. * The role has line management responsibility for the HR Assistant, the part-time HR Administrator and the Receptionists. * There will be regular consultation with senior management, as well as contact with staff across the College. |
| Key Responsibilities | Strategy   * Work with members of the Senior Management Group to identify and address people priorities and ensure HR strategy is aligned to business strategy.   Organisational change and development   * Work with managers to support organisational change and development initiatives. * Ensure organisational restructures are designed and implemented appropriately to meet changing business priorities. * Support managers in the maintenance and development of high performing teams that are staffed appropriately and can deliver business objectives.   Policies and procedures   * Review, advise on, update and manage the introduction of all HR policies, in line with current legislation and relevant guidelines.   Employment and child protection law and best practice   * Take a proactive approach to keeping up-to-date with developments in employment law and best HR practice and advise senior managers accordingly. * Take a proactive approach to keeping up-to-date with development in safeguarding and child protection guidelines and inspection requirements to the extent that they impact on HR policies and practice. * Ensure the HR policies and systems are adapted to meet new demands arising from changes in the law and relevant guidelines. * Liaise with the College’s employment lawyers as appropriate.   Compliance   * Ensure that the College complies fully with all the requirements of employment law and, to the extent that they impact on HR practice and procedures, guidelines on safeguarding children (currently ‘Keeping Children Safe in Education’) and UK Home Office regulations governing the right to remain and work in the UK. * In particular, to ensure that the Single Central Register and personnel files are accurate and up to date at all times, and fully compliant with the safer recruitment requirements and relevant inspection guidelines. * Maintain the record of completed safeguarding and child protection briefings and alert relevant staff when a new member of staff requires an induction briefing on child protection. * Ensure that all returns to central and local government departments (such as quarterly employment statistics) are completed in a timely and accurate manner. * Ensure that evidence of prospective employees’ right to work in the UK is verified prior to employment and that expiry dates are monitored, with appropriate remedial action taken in a timely manner. * Alert senior managers as quickly as possible of any concerns about compliance so that remedial action can be taken promptly.   Recruitment and selection   * Ensure that recruitment and selection activities meet the requirements of employment law, the Safer Recruitment requirements and the College’s own standards. * Support recruitment and selection activities across the College through the HR team or directly as appropriate. In particular, to be responsible for ensuring job descriptions meet the College’s standards; placing adverts online, in print and on the intranet, liaising with the sifting of non-academic post applications; arranging interviews; collecting and collating documents required at each stage of the recruitment process from both candidate and selection panels; initiating reference requests and ensuring pre-employment checks and risk assessments are completed prior to start date including checking eligibility to work in the UK and with children. * Ensuring compliance with the Disclosure and Barring Service at each stage of the recruitment and selection process, as well as on appointment. * Ensuring that offer letters, contracts of employment and, where applicable, service occupancy agreements are drafted, sent and returned in an accurate and timely manner. * Ensure that agency/contract staff are deployed at the College only after all stated compliance requirements have been met. * Ensuring that new staff are properly inducted as soon as possible when they start.   Performance management and capability   * Work with senior managers to ensure the effective performance management and appraisal of staff, advising on specific issues as appropriate. * Provide HR support to managers dealing with absence issues, ensuring that correct procedures are followed in managing staff absences and sickness, including return to work interviews. * Arrange occupational health interviews, where appropriate. * Advise managers on the use of the College’s capability procedures.   Employee Relations   * Provide HR support for employee relations issues, both informal and formal. * Advise managers on the correct procedures to be followed when staff grievance and disciplinary matters arise. * Support with disciplinary and grievance investigations and attend hearings, as appropriate. * Liaise with legal advisers as considered necessary. * Ensure that all communications with staff involved in grievance and disciplinary processes are fully compliant with legal requirements and guidelines.   HR systems   * Support the roll-out and maintenance of the HR and recruitment modules of the College’s management information system. * Ensure that the system is kept up to date at all times, in terms of both accuracy and completeness of data, as well as meeting changing legislative requirements.   Pay and Benefits   * Oversee and manage the HR budget * Ensure changes to monthly pay are communicated to Payroll * Work with SMG and Payroll to action any salary reviews * Liaise with insurance companies regarding annual renewals for Life Assurance, Income Protection Insurance and Employee Assistance Programme * Work with the Bursar and Payroll on pension and re-enrolment obligations   Any other relevant duties/projects as required. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Permanent, part-time |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | 4 days week (28 hours) (would consider applicants available 3.5 days a week)  Flexibility on working days, predominately office based however some opportunity to work from home.  The Employee will be required to work hours outside normal hours of employment to meet the needs of the business. |
| Probationary Period | 6 months |
| Notice Period | 3 Months |
| Salary/Pay | Up to £55,760 (FTE) on the Leadership scale, dependent on relevant skills and experience. |
| Holidays | 25 days’ (FTE) annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed. Some Bank holiday working will be required.  Holiday/bank holiday entitlement will be pro-rated according to part-time hours. |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free lunch is provided in the College dining hall on working days and when students are in residence. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * A qualification from the Chartered Institute of Personnel and Development (CIPD), ideally at least level 5, with a willingness to work towards a level 7 qualification. * Safer Recruitment Certification and practical knowledge of Safeguarding legislation (D) |
| Knowledge, skills and experience | * Significant experience as an HR practitioner dealing with the full breadth of personnel matters (E) * An understanding of the particular demands of a school environment (D) * Practical up-to-date knowledge of employment law and safeguarding legislation and proven experience of applying current legislation to a variety of HR situations (E) * Proven team leadership and managerial experience (E) * Ability to interpret strategic intent and to develop viable courses of action for implementation (E) * Ability to make critical decisions, sometimes within challenging timeframes (E) * Ability to encourage innovation and a creative culture of continuous improvement (E) * Experience of HR project management with the ability to work under pressure and prioritise, as necessary (D) * Experience of managing a budget (D) * Experience of using HR information systems, proficiency with Microsoft suite (E) * Commercial Acumen (E) |
| Personal skills and attributes | * Excellent interpersonal skills and a track record of building good working relationships * Ability to communicate goals, tasks and other organisational needs clearly and concisely. * Ability to think strategically and develop strategies and processes to benefit the College and the HR function. * Strong communication and presentation skills both written and oral * Pragmatic approach and ability to prioritise and make decisions, balancing procedural compliance with the needs of dynamic business * High level of emotional intelligence and a skilled listener * Diplomatic and discreet with experience of dealing with sensitive and confidential matters * Ability to meet deadlines, work under pressure and strong problem-solving skills * Keeps abreast of sector developments and anticipates the need for change * Resilient with the ability to manage competing and changing prioritise * Strategic thinker with the ability to roll your sleeves up and deal with operational issues * High standards with the desire to continuously improve * Takes accountability and ownership for decisions and outcomes in own area of responsibility * A commitment to safeguarding our students in line with the School’s safeguarding policies. |

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| ***References and Pre-employment Checks***  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| *References* | *Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.* |
| *Identity, right to work and qualifications* | *Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.*  *Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.*  *If you don’t already have the legal right to work in the UK, we strongly recommend that you use the*[***Home Office website***](http://www.gov.uk/browse/visas-immigration)*to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.* |
| *Police checks / DBS* | *Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.* |
| *Health questionnaire* | *Satisfactory completion of a health questionnaire.* |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at <https://www.stclares.ac.uk/contact-us/recruitment-and-careers/>  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **This role will close once a suitable applicant has been appointed** |