

Job Description

Job Title	HEAD OF HR & CULTURE
Salary Range	Management Spine, Points 7-9 £45,594 - £47,973 per annum
Faculty / Section	HR
Hours per Week	37
Terms of Employment	Permanent Full Year Management Spine Contract
Annual Leave Entitlement	37 days* + Bank Holidays and College Closure Days
Responsible to	Vice Principal, Finance & Resources

*2 days to be taken on identified dates during the Christmas closure period, as notified on the College calendar

Job Purpose:

- To drive positive development of the College's People Strategy, identifying initiatives for improvement; collaborating with senior leadership and the broader management group to ensure high standards and outcomes; consulting widely for feedback and reporting impact;
- To manage effective and efficient delivery of the College's HR, payroll, pensions and staff development services, ensuring they meet the needs of the organisation

Key Tasks / Responsibilities:

- Lead and manage the HR team in the provision of a high-quality Payroll, Pensions and general customer service which is responsive; compliant; accurate and solutions-focussed. Ensure internal and external financial reporting and statistical returns are completed accurately and on time and all statutory and sector reporting requirements are met.
- Oversee all processes related to staff recruitment, ensuring safer recruitment practices are always followed in line with up to date *Keeping Children Safe in Education* (KCSiE) guidance and recorded accurately in the comprehensive Single Central Register. Support managers with robust recruitment and selection procedures, including providing appropriate training and always seek to ensure the candidate experience aligns with College Values throughout.
- Support the College management team in managing and resolving staffing issues, including formal interventions as required, and deliver HR-related management training as appropriate. Oversee the administration and maintenance of the College's performance management system, identifying improvement and engagement initiatives and monitoring participation in the staff review process across College.
- Take joint responsibility for an annual programme of staff training and development, supporting the Deputy HR Manager (Professional Development Lead) and Head of College Performance & Improvement to prioritise the effective contribution of the Professional Development budget to ongoing improvement in Teaching and Learning and service delivery; oversee the administrative processes responsible for supporting all staff compulsory training requirements.

5. Ensure the maintenance of accurate and up to date staff databases and management information, strictly adhering to Data Protection requirements, and providing timely reports to satisfy the needs of the organisation, including the senior leadership and Board of Governors, as required.
6. Keep abreast of changes in employment law and wider HR developments, updating management and ensuring relevant policies and procedures are updated accordingly to reflect best practice and current legislation. Ensure all published HR policies are accurate and accessible by adhering to the required policy review programme.
7. Manage the College's Occupational Health provision, supporting absence management and effective return to work and promoting staff wellbeing, adding value to staff experience through supportive interventions, improved communications and new initiatives.
8. Support managers in robust induction and probation procedures for new staff to ensure effective welcome, development and performance management, ensuring all new staff are appropriately informed and understand College expectations for working in a student environment. In particular, oversee a more individualised induction planning process for those new to teaching from other sectors, to support their swift integration and early adoption of good teaching and learning skills, knowledge and behaviours.
9. Act as the Disclosure & Barring Service Lead Signatory, ensuring compliance with the Service's exacting requirements for application and disclosure, and working with the Designated Safeguarding Leads to ensure those not suitable to work in an FE environment are not employed.
10. Help to coordinate effective channels, informal and formal, for staff consultation. Liaise and consult effectively with Trade Union and staff representatives. As an HR professional, act as an advocate for individuals and groups of staff, representing their voice and rights fairly and with integrity.
11. Other duties commensurate with the grade of post, as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> • Significant experience of management of a generalist HR function within a medium sized organisation • Proven track record of managing formal employment procedures and staff restructure sensitively and with a balanced risk-based approach • Some understanding of payroll and pension scheme administration • Experience of managing a devolved budget • Experience of developing effective employee training, learning and development programmes 	<ul style="list-style-type: none"> • Experience of HR leadership in the FE / public sector • Experience of public sector pension scheme administration • Experience in managing a complex computerised payroll system • Experience in training delivery 	Application form and interview
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent professional qualification • Chartered Member (Level 7 qualification) of the Chartered Institute of Personnel & Development (CIPD) • GCSE in Maths and English, or equivalent (Level 2) 	<ul style="list-style-type: none"> • A management qualification • DSL Safeguarding qualification (or within agreed timeframe) 	Application form
Skills / Abilities	<ul style="list-style-type: none"> • Evidence of outstanding leadership and management skills • Excellent administrative and organisational skills • The capacity for sustained hard work and ability to meet deadlines in a changing and pressured environment • Ability to network and work collaboratively with colleagues across the organisation and with external partners • Strategic and solutions-focussed approach to organisation design, structure and evolution • High standard of IT literacy and excellent report-writing skills 	<ul style="list-style-type: none"> • Strong presentation skills 	Application form, presentation/ skills tests and interview
Personal	<ul style="list-style-type: none"> • An understanding of and commitment to the advocacy role of an HR professional • A flexible approach and commitment to the achievement of excellence • Excellent interpersonal and communication skills at both organisation, team and individual levels 		Presentation/ skills tests and interview



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve