

# Job Description - Human Resources Manager



**Reporting to: Head of Human Resources**

**Overall purpose of this role is to:**

- Support the Head of Human Resources with effective, timely and accurate day to day management of the Human Resources function and team.
- Ensure timely and accurate Human Resources information is available to managers and staff
- Ensure the timely and accurate preparation of payroll submissions, contract variations, correspondence, and pension information.
- Lead on designated projects to ensure completion to deadline, effectiveness, and value for money

	<b>This post is responsible for:</b>
Support the Head of Human Resources with effective day to day management of the Human Resources Function and team.	Managing the Human Resources team to ensure that the recruitment cycle and the delivery of training and development is accurate and effective cross-college
	Providing a point of contact for staff and managers on complex employment matters, discussing more involved issues with the Head of Human Resources as appropriate
	Managing, supporting, and deploying the Human Resources team, by ensuring all aspects of the roles are dealt with in a timely manner
	Supporting the Human Resources Advisor with maternity/paternity/shared parental leave applications where required
	Alerting managers to potential Human Resources issues and monitoring issues to ensure that processes are being completed to deadlines
	Providing sound advice to managers dealing with employee relations issues such as performance, absence, disciplinary, capability and grievances including attending and notetaking at meetings as appropriate. Keeping the Head of Human Resources abreast of the more complex cases

	Taking responsibility and providing guidance for Human Resources administration, record keeping and correspondence across the department
	Supporting the Head of Human Resources with the timely review of Human Resources policies where appropriate, and taking responsibility for posting the policies on the College onboarding site and CCO
	Ensuring clear advice and guidance is available to staff on all human resourcing matters liaising with the Head of Human Resources where necessary
	Being the point of escalation for staff and recruitment concerns for the Human Resources team including Human Resources Advisors and Administrators
	Supporting and overseeing the Human Resources Advisor with the payroll function, liaising with Head of Human Resources as appropriate
	Ensuring records on mandatory (legal or college policy) are up to date and accessible and that prompts are sent in good time
	Liaise in the first instance, with the Head of Human Resources relating to any identified training requirements for staff
	Generating reports as required from the digital Human Resources system, for the Human Resources team, line managers and VP's such as staff departmental listings, age profiles, salary listings, and annual pay award updates, FTE reports, turnover, and various other reports as required
	Provide the Data Protection Manager with relevant information relating to Subject Access Requests (SAR's) in liaison with the Head of Human Resources
	Liaising with the CIPHR provider (and the Head of Human Resources), to resolve digital Human Resources system queries or issues regarding full operational capability
Ensure the timely and accurate preparation of payroll submissions, contract variations, correspondence, and pension information.	Support the Human Resources Advisor by ensuring that information needed for the preparation and processing of monthly payroll is accurate, meets audit requirements, is processed for timely completion and that any queries are dealt with promptly and to a satisfactory conclusion
	Support the Human Resources Advisor by ensuring TP and LGPS information is processed through the payroll provider in a timely fashion including opt out requests, and variations of contribution options such as 50/50 and AVC's, new starters, leavers, and contract

	information, escalating to Head of Human Resources where required
	Ensuring that all changes to contracts and terms and conditions are communicated accurately and in a timely manner
	Ensuring effective Human Resources record keeping and correspondence
Lead on designated projects to ensure completion to deadline, effectiveness, and value for money.	Liaising with the key stakeholders to develop the introduction of the digital HR system, recommending continual improvements to the Human Resources processes whilst driving forward electronic processes to replace paper-based systems
	Support the Head of Human Resources with the review of staff contracts of employment where appropriate
	Assisting the Head of Human Resources with the management of GDPR
	Supporting the Head of Human Resources on the conversion to in-house payroll
<b>Other duties</b>	Support the Head of Human Resources and line manage the Human Resources team as required to ensure the smooth and efficient running of the department monitoring team absence, performance, and workload
	Ensuring strict confidentiality of Human Resources data, personal information, and other sensitive Human Resources data
	Any other duties commensurate with this grade within the Human Resources/Payroll sections; occasional project work etc.
	Working within the College policies and procedures with regard for health and safety, equal opportunities, and the overriding need to safeguard children and vulnerable adults in our care
	To undertake any duty that may be required by the Head of Human Resources, or members of the College's Senior Leadership team

**Indicators/ sources for helping reach performance judgements (not exhaustive):**

Customer feedback  
Timeliness of processes and deadlines met  
Quality of work  
Accuracy of digital Human Resources systems  
Line manager(s) and cross-College feedback  
Staff review and personnel records  
360% appraisal / Colleague / staff feedback  
Reports to managers

## **PERSONAL QUALITIES AND EXPERIENCE**

1. Human Resources qualification - minimum CIPD Level 5 or working towards
2. Very high degree of accuracy, consistent attention to detail, and excellent numeric skills are essential.
3. Good general knowledge of office procedures. Human Resources admin experience preferred but not essential.
4. Good IT skills. Working knowledge of Microsoft Word, Excel and Outlook and digital Human Resources Systems.
5. Confident and positive approach, ability to work and stay calm under pressure and with ability to prioritise work effectively.
6. Good communication and interpersonal skills, calm and reassuring manner and positive, customer friendly approach.
7. Ability to work flexibly with all colleagues as part of a team; willingness to learn and a can-do attitude.
8. Strict confidentiality of human resources data, personal information, Single Central Database, and other sensitive data.
9. Able to effectively manage your time spent with staff, in relation to getting the job done
10. Suitable to work in a College environment in the presence of children, young people, and vulnerable adults and to act accordingly. This will be assessed via an Enhanced DBS check
11. Although no specific qualifications are mentioned for this role, a good general standard of education is expected to at least GCSE level in Maths and English and preferably higher.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.