Job Title: HR Manager

Reporting to: The Bursar

Job Purpose

The HR Manager is responsible for leading the HR function and ensuring effective and professional HR support across the College, with the aim of enabling a skilled, trained and high performing workforce.

Main Duties

HR advice and support

- Advise college officers and heads of department on strategic and operational HR matters including departmental restructures, staff terms and conditions, compliance with employment law and significant employee relations issues

- Work with the Bursar on the development and implementation of HR strategies and policies

- Develop the use of HR data and analytics so that it can be used to influence decision making for both operational and strategic decisions

- Work with college officers and heads of departments to maintain an effective workforce, demonstrating knowledge of the local market and devising retention strategies for key workers

- Review and advise on a range of benefits available to staff

- Assist managers and offer appropriate support to individual members of staff, including ensuring compliance with the procedures set out in the Staff Handbook and other relevant documents

- Provide support on Fellows’ employment matters, including contracts of employment, probationary periods and timely stipend notifications
HR systems, policies and procedures

- Ensure that HR policies and procedures are kept up to date, compliant with legislation and relevant to the needs of the college, and in a form that is accessible to all staff. This will involve regularly reviewing the current staff handbook.

- Communicate updates and changes to heads of department and staff and ensure policies and procedures are followed as appropriate.

- Lead on strategies for equality and diversity in accordance with the priorities set out by the E&D committee.

- Oversee the management of personnel records, including contracts of employment for all permanent and temporary staff.

- Work with the Payroll Administrator to ensure all aspects of pay administered correctly and on time.

Performance management and training processes

- Administer the annual appraisal and remuneration cycle, ensuring managers are trained and they complete the appraisals within the timetable and follow up action points.

- Establish a cross departmental framework for managing staff training and work with heads of department to plan and implement staff training needs.

- Co-ordinate the annual pay review process in conjunction with the Bursar and closely monitor the external market to ensure College pay rates remain competitive.

Recruitment and selection

- Ensure effective recruitment strategies and practices to enable the College to attract and retain the best talent.

- Manage and coordinate staff and fellow recruitment and selection processes.

- Ensure that Selwyn delivers on fair selection, and that the college has the benefit of implementing current best practice on HR issues.

- Ensure compliance with UK government immigration law and maintain required staff records. Ensure right to work checks and appropriate steps to enable recruitment of non-UK citizens are taken. Using the UK Visas and Immigration Sponsorship Management System to apply for necessary visas as required.

- Manage the starter and leaver processes (including inductions, exit interviews, staff welfare events (e.g. leaving drinks, retirement and other significant occasion parties).
Legal and regulatory compliance
• Keep abreast of developments and changes in employment law and best practice

• Arrange Disclosure and Barring Service (DBS) checks, as necessary

• Ensure necessary checks and records keeping for compliance with Asylum & Immigration legislation, including right to work checks for all workers

• Comply at all times with the College Data Protection policy and ensure HR records are maintained and destroyed in accordance with GDPR requirements

• Comply at all time with the requirements of the college Health and Safety policy and work with the Compliance Officer on common interests around training and regulatory requirements

Other
• Lead, motivate and manage the HR Administrator/Officer

• Active involvement on the College Staff Committee, HR Committee and the Equality and Diversity Committee

• Represent the College at the Cambridge Colleges HR Forum.

The above is not an exhaustive list of duties as the role of HR Manager is diverse and varied. The post holder may be asked to undertake other activities identified from time to time, commensurate with the level of the post.
Person Specification: HR Manager

Desirable Qualification and Education
- CIPD qualification (at least level 5) and full membership of the CIPD
- Evidence of continuing professional development

Knowledge, skills and experience
- Excellent understanding of UK employment law and employee relations
- Senior level and broad HR generalist experience and an ability to work at both an operational and strategic level
- Experience of delivering a forward-thinking HR function which has positively impacted organisational performance
- Excellent written and verbal communication skills
- Demonstrable commitment to the principles of diversity and inclusion and the proven ability to apply and promote these in practice at work
- Demonstrable ability effectively assess risks when making decisions and use discretion and judgement when dealing with sensitive issues
- Experience advising senior leaders and boards
- Experience holding a position of substantial autonomy and accountability
- Confidence and ability to make authoritative and informed decisions
- Experience using a HRIS to record information and produce data

Personal Attributes
- A high degree of emotional intelligence
- A high level of personal integrity; proven experience of handling sensitive situations with tact, diplomacy and with complete confidentiality
- Enthusiastic, driven and genuinely passionate about the positive impact that HR can have on organisational performance.
- Approachable and compassionate
- Excellent negotiation and influencing skills and an ability to gain trust
- Ability to build strong relationships, both internally and externally
- Flexible, well-organised and adaptable to the varied and demanding workload
- An ability to proactively and positive manage pressurised situations

Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity. We are keen to receive applications from people who may be under-represented in our community.