1. Job Details

Job title: College HR Manager
School/Support Department: College of Science and Engineering Support Team
Line manager: College Registrar

2. Job Purpose

To provide a comprehensive HR service to the College aligned to the achievement of College strategic goals and objectives. As a member of the University's Senior HR team play a key role in the development of HR policy and strategy on a University wide basis.

3. Main Responsibilities

Approx. % of time

1. Lead, manage and develop a team of professional and administrative HR staff responsible for providing a pro-active HR advice and administration service to all managers and staff in the College. 15

2. To help facilitate the achievement of College strategic academic objectives, inter alia, through participation in College Strategy and Management Committee meetings. 10

3. Provide support and advice to the Head of College, Heads of School and other Senior Managers within the College on HR related issues and people implications of business decisions including advising on, and where appropriate, developing and implementing solutions in relation to change management, organisational structures, staff development, performance management and employee relations, including advice on individual cases where they are particularly complex/sensitive. 50

4. Represent the Colleges interests in discussions on HR issues at University level, ensuring that the needs of the College are taken into account in developing University wide policies and procedures and ensuring that centrally agreed HR policy and practice is implemented within the College. 15

5. As a member of the University’s senior HR team play a key role in policy development and planning, development and delivery of major projects (e.g. Reward Modernisation, HR systems, etc) on a University-wide basis. 10

4. Planning and Organising

Contribute to development of the College's rolling five-year plan. Plan work priorities for HR team over 12 to 24 month timeframe ensuring resources are available to deal with work arising from forthcoming changes in legislation and/or University wide projects as well as delivering College-based HR projects and initiatives to support the College plan and managing the provision of a responsive high quality day to day
operational HR support service. A one year College HR Plan is produced to meet formal planning cycle requirements. Lead and manage projects such as SWAN awards, including staff assigned to them, which affect more than this College.

5. Problem Solving
The job holder requires to solve complex problems affecting large groups of staff (e.g. in relation to organisational change) and individuals (e.g. contractual issues, grievances, ill health, performance issues etc). In identifying how to approach issues the post holder must take into account the business need, the legal context, the level of risk and the impact of a particular course of action on the parties involved and on the reputation of the University. In addition to technical knowledge, high-level influencing and facilitation skills are frequently utilised in order to achieve agreement to the proposed solution among the parties involved. The job holder also assists in the resolution of complex problems relating to the development of University policy (e.g. Fixed term contracts, Age Discrimination) in consultation with Senior HR colleagues.

6. Decision Making
Line management decisions in relation to HR team: recruitment, management and development of staff, work prioritisation and allocation and decisions on expenditure of HR budget. Professional decisions on interpretation of University policy, how to approach particular pieces of casework or issues, when to seek legal advice and when to follow that advice especially when options are presented, level of financial settlement to offer in severance cases. In the most complex/sensitive cases the post holder may seek advice from the HR Director and/or Head of College/College Registrar, but in the majority of cases the decision rests with the post holder.

7. Key Contacts/Relationships
Head of College, Heads of School and other Senior College staff to raise awareness of forthcoming HR issues likely to affect the College and to develop a greater understanding of the business in order to provide appropriately tailored solutions to people aspects of business issues (including giving advice on specific group and individual cases). College Registrar and College Accountant to ensure that an appropriate support infrastructure is in place to facilitate the achievement of College objectives. School Administrators to agree approaches for implementation of University/College HR initiatives in individual Schools. Members of Senior HR team (Corporate and Devolved) to “bounce ideas”, discuss cases to ensure consistency of approach and to contribute to development of University HR policy and Strategy. HR Director to provide feedback on activities/ issues at College level and to seek advice on sensitive/complex issues.

8. Knowledge, Skills and Experience Needed for the Job
Professionally qualified in HR (post-graduate qualification), substantial track record in HR which must have included at least 5 years managing an HR team providing a range of services, and experience built up over at least 5 years in increasingly larger operational roles advising, influencing, delivering HR solutions in partnership with the business, TU negotiating, etc. The role requires the post-holder to have personal and professional authority; in the absence of hierarchical or structural authority, strong influencing and interpersonal skills are essential. Full membership of CIPD required.

9. Dimensions
1800 Staff (1730 FTE) c.£60M Salary spend  p.a
£210k HR budget of which £60k is under sole discretion to spend (£150k covers advertising, relocation etc, for which there is indirect control, i.e. able to affect it at the margins, the remainder is under direct control – staff development, legal fees, etc.).
Management of HR team of 8, directly line manage 3, one of whom directly line manages 5 HR Assistants.

10. Job Context and any other relevant information
The post holder operates in a devolved HR structure, formally accountable to the Head of College, and with an indirect reporting line to the Director of HR (responsible for professional standards). There is a requirement to represent the College’s views at University level and to ensure that University wide policies and procedures are applied consistently at College level.