

Job Description

Post:	Human Resources Manager
Department:	Human Resources
Responsible to:	Director of Personnel
Responsible for:	Human Resources Team
Hours:	37 per week (Mon – Thurs 8.30am – 4.30pm and 8.30am – 4.00pm Fri)
Work pattern:	Mon - Fri/ Full Year
Working closely with:	Director of Personnel, Human Resources Team and SLT

Key Purpose:

To lead and manage the delivery of a comprehensive, effective, and efficient HR operational service to the college. Under the direction of the Director of Personnel, the postholder holds daily accountability for managing the HR office, supervising transactional workflows, administering employee relations casework, ensuring payroll validation, and maintaining strict statutory compliance in line with college procedures.

Areas of Responsibility (but not limited to):	
1	Leading the HR team to ensure total compliance with employment legislation, college policies, and best practice across all operational aspects of the human resources function.
2	Acting as the primary operational point of contact to support and guideline managers in understanding, implementing, and enforcing college personnel policies and procedures.
3	Reviewing, drafting, and updating human resource policies and procedures in line with statutory and contractual changes for approval by the Director of Personnel.
4	Managing the administration of the college policy cycle to ensure personnel policies are formally agreed and passed by appropriate bodies, including the JCC and governors.
5	Overseeing, auditing, and authorising the college's outsourced payroll variation processes and checking staff payroll metrics before final submission.
6	Managing the end-to-end recruitment, onboarding, and induction workflows for all categories of college staff.
7	Holding operational accountability for the daily accuracy, maintenance, and security of all computerised and paper staff records in strict compliance with data protection regulations.
8	Directing the administration of complex employee leave frameworks, including maternity, adoption, paternity, parental leave requests, and employee benefit schemes.
9	Monitoring, managing, and auditing the college sickness and absence management processes, including coordinating escalations with the college's occupational health providers.
10	Managing the operational tracking and compliance cycles of the college appraisal and performance review systems.
11	Directly managing, allocating, and administering routine conflict, disciplinary, grievance, and capability casework under the guidance of the Director of Personnel.
12	Actively promoting equality and diversity as core parts of the departmental and college culture, ensuring absolute compliance with the college Equality policy.

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13	Representing the Human Resources department at appropriate college committees, operational working groups, and external meetings.
14	Providing direct line management, workload allocation, and annual appraisals for the HR Assistants within the department.
Budgets & Resources	
1	Liaising with the Director of Personnel to actively manage the department's day-to-day service expenditure budget and comply with all college financial procedures.
2	Supporting the Director of Personnel with the production of financial personnel forecasts and the review of major departmental service contracts or system leases.
Environment and Facilities	
1	Maintaining a clean, healthy, safe working environment by consulting with Facilities staff and complying with appropriate legislation or college policies/procedures.
Quality & Reporting	
1	Ensuring regular quality control procedures are maintained and customer/staff feedback is monitored in line with the department plans and targets.
2	Generating data analytics and reporting regularly to the Director of Personnel on operational metrics and possible strategies for service development delivery.
General (including Personnel & Relationships)	
1	Working effectively with appropriate colleagues and services within the college.
2	Acting at all times in accordance with relevant college policies.
3	Participating in key college processes as required.
4	Working flexibly in the interests of the organisation as required.
5	Participating in appraisal and undertaking staff development activities as appropriate.
6	Supporting, promoting and safeguarding the welfare of children, young people and vulnerable adults you come into contact with.
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: