

JOB DESCRIPTION

Job Title: Head of Human Resource
Reporting to: Vice Principal – Quality and People

The primary purpose of this job role is:

The post holder will be responsible to the Vice Principal – Quality and People and will support the strategic management and delivery of the College's People and Equality and Diversity (E&D) strategies. They will manage the HR function ensuring the team provide an effective, efficient and user focused service. They will support the Vice Principal in ensuring the College anticipates and responds to national, regional and local priorities and is seen as an effective and responsive contributor to the communities it serves. They will ensure that the College's approach to recruiting, developing and supporting staff, at all levels, supports the journey to achieving and maintaining outstanding performance. Similarly, they will ensure the College applies the necessary approaches to ensuring staff, students and other stakeholders are treated fairly and equally and uphold the agreed College values.

The post holder will be an active and effective member of the College's management team and will make a positive contribution to the management of the College. They will provide leadership, direction, support and co-ordination for the HR Team and will provide expert and specialist HR advice to the Vice Principal and Executive Team.

The primary duties, tasks and responsibilities of this job role are to:

1. Support the Vice Principal in developing and implementing the People and Equality and Diversity Strategies that underpin the College's approach to achieving outstanding performance.
2. Identify and manage the human resource implications of major change initiatives and enable staff to move effectively through any periods of change.
3. Provide expert HR advice to the Vice Principal and other Senior Managers / Managers on staffing matters, liaising with the College's legal advisors where necessary.
4. Take responsibility for ensuring the College's HR and Equality and Diversity Policies continually meet relevant legislation and sector best practice and supporting processes are well managed and effectively communicated to all staff.
5. Ensure appropriate HR systems are in place to achieve effective, efficient and user focused HR operations.
6. Manage the HR budget.
7. Oversee all HR related casework, e.g. disciplinaries, grievances, and respond to and resolve difficult, employee enquiries and complaints.

8. Manage the HR aspects of the College's Learning Strategy, including related staff and management development.
9. Develop an Employee Relations Framework, working with relevant external agencies, including Unions, AoC, relevant networks, in order to maintain good working relations for the benefit of our staff. This includes managing the Joint Consultation Committee meeting.
10. Manage appropriate strategies that positively promote staff well-being and employee involvement.
11. Work closely with Student Services and Curriculum to ensure E&D are positively promoted.
12. Report HR and E&D performance to the Senior Leadership Team and supporting the Vice Principal in reporting on the College's People Strategy and HR performance to the Governing Body and relevant subcommittees.
13. Lead, manage and motivate the performance of allocated staff.

Other Duties and Responsibilities:

1. Deputise or act on behalf of the Vice Principal on HR and E&D matters as and when required.
2. Work in partnership with all other members of the College to maximise the effectiveness of College operations.
3. Ensure that associated College policies and procedures are adhered to and reviewed and updated as required.
4. To develop and maintain personal professional standards and expertise by undertaking relevant professional development and to uphold personal standards and integrity appropriate to the post, at all times working within the agreed college values.
5. To keep up to date with relevant HR best practice attending networking sessions, such as the AoC NWHR Network.

You are liable to undertake such other duties as may reasonably be required of you commensurate with your grade at your initial place of work or at any other College site.

This job description is current. In consultation with you, it is liable to change to reflect changes in the job.

**Head of Human Resources
Person Specification**

	Essential	Desirable
Qualifications	Chartered Institute of Personnel & Development qualified to Level 7.	
Experience	<p>Experience of working in a HR environment, under pressure and to tight deadlines and delivering results.</p> <p>Experience of developing and maintaining user focused HR processes and systems.</p> <p>Experience of managing HR casework, including obtaining legal support.</p> <p>An understanding of the best approaches to be adopted in effectively organising, developing and motivating staff in an ever-changing work environment.</p> <p>Proven experience of making strategic contribution.</p> <p>Experience of working with a Senior Management Team.</p> <p>Experience of change management (in</p>	<p>Experience / understanding of managing E&D strategies / policies</p> <p>Experience of implementing organisational development strategies</p>

	<p>particular culture change).</p> <p>Experience of managing staff and management development</p> <p>Experience of working in a multi-cultural environment.</p>	
Knowledge	<p>Relevant professional and technical knowledge and skills.</p>	<p>Understanding of the current FE & HE HR best practice or the ability to learn and understand these very quickly.</p> <p>An understanding of E&D policy / legislation or the ability to learn and understand this very quickly</p>
Personal Attributes	<p>Ability to inspire, influence and persuade others and to negotiate to get results.</p> <p>Ability to create and maintain a team ethos.</p> <p>Effective in problem solving.</p> <p>Professional credibility with personal warmth, openness and sensitivity.</p> <p>Emotionally resilient, able to work under pressure and to tight deadlines.</p>	

	<p>Innovative and creative.</p> <p>Strong commitment to organisational culture, values and behaviours</p>	
<p>Skills</p>	<p>The ability to develop creative but workable HR strategies to maximise College performance.</p> <p>The ability to organise resources effectively and to prioritise work to ensure achievement of goals.</p> <p>The ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College in the local area.</p> <p>The ability to delegate, motivate, manage and lead the effective performance of others.</p> <p>Excellent communications skills (written, oral and presentation), including the ability to negotiate effectively.</p> <p>The ability to promote equality of opportunity throughout all aspects of College life, including employment and service delivery.</p>	

<p>Other</p>	<p>Ability to work flexibly including some evenings, weekends and traditional holiday periods where necessary.</p> <p>Able to travel independently and represent the College externally both in the UK and overseas.</p> <p>Disclosure and Barring Scheme clearance.</p>	

