



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title:	HR Manager
Department:	Bursary
Conditions:	<p>Salary: £50,485.37 pro rata</p> <p>Pension: participate in College defined contribution scheme on successful completion of probation</p> <p>Hours: approximately 10 hours per week. Actual hours to be worked by agreement with the Bursar.</p> <p>Holiday: 33 days p.a. (including Bank Holidays) pro rata</p> <p>Probation: 6 months</p>
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 maintaining a skilled, trained and high performing workforce.

Main duties:	<p>HR advice and support</p> <ul style="list-style-type: none"> Advise College Officers and Heads of Department on strategic and operational HR matters including staff terms and conditions, compliance with employment law, departmental restructures and significant employee relations issues. Work with College Officers and Heads of Departments to maintain an effective workforce, demonstrating knowledge of the local market and devising recruitment strategies. 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 legal requirements and college policies and procedures. <p>HR systems, policies and procedures</p> <ul style="list-style-type: none"> Oversee the HR Coordinator to 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. 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 by College Council and the EDI steering group. <p>Performance management and training processes</p> <ul style="list-style-type: none"> Oversee the administration of the annual appraisal and remuneration cycle, ensuring managers are trained and they complete the appraisals within the timetable and follow up action points. Coordinate the annual pay review process in conjunction with the Bursar and Second Bursar and monitor the external market to ensure College pay rates remain competitive. <p>Recruitment and selection</p> <ul style="list-style-type: none"> Ensure effective recruitment strategies and practices to enable the College to attract and retain the best talent. Oversee staff recruitment and selection processes ensuring legal and best practice compliance 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. <p>Legal and regulatory compliance</p> <ul style="list-style-type: none"> Keep abreast of developments and changes in employment law and best practice.
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	<ul style="list-style-type: none"> Comply at all times with the College Data Protection policy and oversee HR records to ensure they are maintained and destroyed in accordance with GDPR requirements. Comply at all times with the requirements of the College Health and Safety policy. <p>Other</p> <ul style="list-style-type: none"> Lead, motivate and manage the HR Co-ordinator. Represent the College at the Cambridge Colleges' HR Forum. <p>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.</p>
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Works with:	<ul style="list-style-type: none"> Heads of Departments; Bursar; Second Bursar
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Responsible for:	<ul style="list-style-type: none"> HR Coordinator
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Responsible to:	<ul style="list-style-type: none"> Bursar
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PERSON DESCRIPTION

Qualifications & Learning	<ul style="list-style-type: none"> CIPD qualification (at least level 5) and full membership of the CIPD. Evidence of continuing professional development.
Knowledge, skills and experience:	<ul style="list-style-type: none"> Good understanding of UK employment law and employee relations. Broad HR generalist experience and an ability to work at both an operational and strategic level. Excellent written and verbal communication skills, including using email, basic Excel, Word Demonstrable commitment to the principles of diversity and inclusion and the proven ability to apply and promote in practice at work. Demonstrable ability to effectively assess risks when making decisions and use discretion and judgement when dealing with sensitive issues. Experience advising senior managers Confidence and ability to make authoritative and informed decisions.
Personal Attributes:	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to build trust and confidence with colleagues. A high level of personal integrity; proven experience of handling sensitive situations with tact, diplomacy and complete confidentiality. Enthusiastic, driven and genuinely passionate about the positive impact that good HR management can have on organisational performance. Excellent negotiation and influencing skills. Flexible, well-organised and adaptable. An ability to proactively and positively manage self and others in pressurised situations.





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REVIEW

These job and person descriptions are non-contractual