

JOB DESCRIPTION

POST TITLE: Head of Human Resources
DEPARTMENT: Human Resources
REPORTS TO: Director of Finance and Resources

Key Responsibility

To provide leadership for the College's human resources strategy with regard to recruitment, employment, remuneration, performance management, industrial relations and organisational development.

1. Key Accountabilities

- To support the Director of Finance and Resources in producing and implementing the College's strategic plan.
- To lead, develop and implement the college's human resource strategy.
- To provide relevant and timely advice on human resources issues to the Director of Finance and Resources, and as required to the Senior Leadership Team and Corporation
- To lead development/replacement of HR systems as required, in conjunction with Finance for payroll system
- To ensure effective strategic human resource planning throughout the College.
- To ensure the optimum utilisation of all staff in line with College's strategic objectives.
- To play a key role as a member of the College Management team.
- To contribute to the overall management of the College as a member of appropriate College management groups.

2. Duties

Employment Policy

- To lead the development, implementation and review of the College's human resources strategies, policies and procedures.
- To maintain an up-to-date knowledge of employment legislation in addition to professional HR and best practice issues.
- To directly contribute to the promotion of equal opportunities and diversity in the workplace.

Staff Recruitment

- To direct the recruitment and selection of all staff throughout the College and ensure effective and innovative practices in recruitment, selection and retention.
- To oversee the development and implementation of staff induction.
- To manage the recruitment of casual staff, via agencies where necessary.

Advice and Support

- To provide professional HR advice and support to managers and staff with regard to performance management, employee relations, employment legislation and organisational change.
- To work with managers to ensure the implementation of strategic targets with regard to staffing.

Industrial Relations

- To negotiate with recognised trade unions on matters relating to pay and working conditions.
- To consult with recognised trade unions on HR policies and procedures.

Management of Staff

- To manage and appraise relevant staff.
- To set, monitor, evaluate and develop performance standards and indicators within the operational areas of the post.
- To oversee the efficient and effective deployment of HR departmental staff.
- To motivate and inspire HR departmental staff to meet the College's aims and objectives.
- To participate in the recruitment and mentoring of HR departmental staff.
- To identify and support planning to meet staff development needs within the HR department.

Planning & Development

- To ensure the accuracy and timely completion of HR-related documents and returns.
- To analyse, interpret and ensure the optimum use of relevant HR data
- To oversee the annual Self Assessment Report and Action Plan for the Human Resources Department.
- To ensure that all appropriate documentation and College returns are correctly completed in a timely fashion.

Equality and Diversity

- To lead on equality and diversity issues on behalf of the college.

Resource Management

- To manage the department budget to meet agreed targets and fully utilise available resources.
- To ensure that audit requirements are met within department activities.

Quality

- To ensure College Quality Policy and Procedures are effectively implemented within the operational areas.

External Liaison

- To represent the College at appropriate local, national and regional events relating to key accountabilities.
- To ensure effective liaison of others in the College with relevant agencies.

General Duties

- To promote the efficiency and effectiveness of the HR department
- To work closely with colleagues to promote a corporate approach to the organisation and management of the College
- To promote a positive image of the College in the local community
- To attend conferences and meetings as required from time to time at the College or elsewhere and undertake appropriate staff development
- To participate in the Managers' Duty Rota as required
- To contribute to the management of students throughout the College
- To participate in Open Evenings, Parent/Student Consultation Evenings and other College events
- To support the College's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- To use information technology where appropriate and demonstrate a commitment to developing own IT skills
- To assist with the promotion, supervision, management and administration of such College activities as may be required from time to time.
- To carry out such other duties as may reasonably be required by the Director of Finance and Resources.

PERSON SPECIFICATION

Job Title: Head of Human Resources

The following competencies identify the requirements essential for the above post that will be assessed. Those requirements highlighted are those core competencies specific to this post.

COMPETENCY	REQUIREMENTS
EXPERIENCE	<ul style="list-style-type: none"> • Recent successful HR management • Strategic planning processes • Industrial relations • Understanding competing demands of different stakeholder groups • Business acumen
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of HR issues • Employment law • Awareness of FE sector • Strategic awareness of the education and business environments
LEADERSHIP	<ul style="list-style-type: none"> • Principled leadership (integrity and confidence) • Empower staff to pursue excellence by delegating, responsiveness, accountability and partnership • Facing complexity, pressure and uncertainty • Passion for education • Solutions focused. • Develops and delivers the College human resources strategy • Promotes excellence in the provision of support services • Addresses challenges and manages change to support College objectives
PEOPLE MANAGEMENT	<ul style="list-style-type: none"> • Understand own and others behaviour • Manages individuals effectively to create high performing teams • Provides leadership, direction and evaluation on team and individual objectives • Facilitates training and development to ensure an appropriate skill base • Fosters two-way communication and effective team working
RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Optimum staff utilisation • Manages workloads to meet timescales and budgets • Manages budgets and other resources effectively • Risk management, including the taking of

	opportunities while managing risk. Puts measures in place to identify, manage and minimise risks
RESPONSIVENESS	<ul style="list-style-type: none"> • Initiative • Creativity • Openness • Adaptability to change • Flexibility
COMMUNICATION	<ul style="list-style-type: none"> • Communicating with credibility and clarity • Listening skills • Persuasiveness • Excellent written and presentation skills
PLANNING AND ORGANISATION	<ul style="list-style-type: none"> • Plan and organise with clarity and attention to detail • Using initiative to identify areas for improvement/development and implement appropriate action • Good time management and ability to prioritise. • Project management • Creativity
COURAGE	<ul style="list-style-type: none"> • Confronting issues/conflict • Accepting responsibility • Appropriate risk-taking • Conviction and courage
JUDGEMENT	<ul style="list-style-type: none"> • Critical and responsive decision-making • Honesty and integrity • Long term perspective • Open mindedness
ENERGY & DRIVE	<ul style="list-style-type: none"> • Enthusiasm • Assertiveness • Self knowledge • Stress tolerance • Creativity, innovation and original thinking
EQUALITY & DIVERSITY	<ul style="list-style-type: none"> • Demonstrates a commitment to leading and promoting equality and diversity to ensure that the College is an inclusive environment in which individuals are respected and unacceptable behaviours are challenged.