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# JOB DESCRIPTION

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| **JOB TITLE: Human Resources Manager** **SECTION: Human Resources** **GRADE: MS 302 - 307** **DIRECTLY RESPONSIBLE TO: Executive Director of Human Resources****DIRECTLY RESPONSIBLE FOR: Human Resources Team** |

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| **Purpose of Job:** To support the Executive Director of Human Resources in working closely with College Management Team to provide effective human resource strategies that support the College’s strategic aims. To be responsible for the day-to- day operational work of the Human Resources team, ensuring that it provides effective solutions to Human Resources issues. |
| Main Responsibilities and Duties:1. To support the Executive Director of Human Resources in representing the human resources function at management team/college discussions, providing professional advice, support and guidance in the delivery of the college’s human resources strategy. .
2. To lead and line manage the Human Resources Team, proving advice and guidance to the Human Resources team on the full range of Human Resources related matters.
3. To work with the Human Resources team to develop and implement human resources policies and processes to ensure equality of opportunity and best practice in the employment of staff.
4. To oversee the recruitment and selection process to ensure appointments are in line with College needs and that safer recruitment processes are fully complied with.
5. To oversee the issuing of relevant HR documents including offer letter, contracts, salary and role changes to ensure accurate payroll information is provided.
6. To oversee the College absence management process, ensuring absence triggers are monitored, management information is generated, timely advice is provided, trends are identified and line managers are supported to take appropriate action to assist staff and drive any necessary improvements.
7. To produce data, reports and statistical analysis using the HR system that are relevant to College requirements.
8. To ensure that the approach to operational human resources management and employee relations issues is consistent with both the College’s human resource strategy and human resources policies and procedures; providing advice and guidance to managers and staff as necessary.
9. To assist the Executive Director of Human Resources in the development of service level agreements and HR Self Assessment process (SAR) for the HR department.
10. To provide advice on the full range of HR matters including disciplinary, grievance, management of attendance, Dignity at Work procedures and conditions of employment.
11. To be involved in staff related investigations and associated processes.
12. To lead, with the Executive Director of Human Resources, on both formal and informal consultation and negotiation arrangements within the college developing constructive working relationships with staff organisations/trade unions.
13. To assist the Executive Director of Human Resources in the College Wellbeing Strategy.
14. To assist with the monitoring of the day-to-day human resources budget.
15. To undertake HR staff appraisals and provide day-to-day leadership.
16. To assist on projects as directed by the Executive Director of Human Resources.
17. To deputise for the Executive Director of Human Resources as necessary.
18. To undertake such other duties as may be required commensurate with the grade and nature of the post.
19. To actively promote and embed equality and diversity within the College.
20. To actively contribute to the effective use ILT to support a “paper light” working ethic through day-to-day working activity.
21. To actively contribute to the Colleges safeguarding children and safeguarding adult at risk agenda and via the direction of the Executive Director of HR provide advice and guidance to ensure all College safeguarding obligations are adhered to at all times.
22. The post holder will be expected to comply with the rules and regulations that the Board may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
23. To be fully aware of and comply with the College’s policy on confidentiality.
24. In carrying out their duties, the post holder must

a. Comply with Health and Safety regulations and policiesb. Be aware of the College statement on Health and Safetyc. Be fully aware, and comply with, College policies including equal opportunities and risk management. |

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| **Working Hours**The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities with a minimum of 37 hours per week. Your pattern of work will need to be flexible and will therefore vary from time to time. Occasional evening and weekend work may be required throughout the year. In normal circumstances where you work beyond your contracted number of hours, time off in lieu will be given by agreement with your manager.**Flexible Working**Whilst this particular position is normally located in the Human Resources Department, the support services within the College operate on a flexible basis and staff are required to give support in all areas of the College, as and when required by Management.**Training**The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.All staff will be required to participate in an annual staff development review. |

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| **P PHYSICAL CONDITIONS**T The post is located at the Deane Road Campus however, the College is multi-site and some travel between sites may be necessary from time to time.**Probationary Period**If the post holder is a new employee to the College, the first nine months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month. The Corporation’s Disciplinary Procedure will not apply during the probationary period.**Appraisal**The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.In the interests of Health & Safety, smoking is not permitted in Bolton College. |

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| **JOB DESCRIPTION UPDATED PREPARED BY:** Executive Director of Human Resources**DATE:** May 2022 |