

Waltham Forest College

Job Title: HR Manager

Location: East London

Hours: 36 Hours per week

Salary range: £40,487 - £45,351, inclusive of London Weighting

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted. We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success.

We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners. The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

The HR Manager will lead and manage the HR function, overseeing the provision of an effective HR service and ensuring good practice across the Department.

The role will include recruitment and selection, dealing with contracts, staff induction, training & development, grading and remuneration, managing changes, providing advice to managers and dealing with general issues relating to employment law.

The HR Manager will have a demonstrable understanding of the importance of effective HR management in an academic environment, and will have outstanding organisational skills, a collaborative approach to work, and excellent communication and reporting skills. The HR Manager will be expected to acquire a thorough understanding of the College's procedures in order to deliver creative solutions, and to foster constructive working relationships.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme and free onsite parking, cycle to work scheme and Sodexo benefits scheme.

Waltham Forest College

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 15th August 2021

Interview Date: TBC

Please download the application form and submit to wfcruitment@waltham.ac.uk