



# **JOB DESCRIPTION**

HR Manager

**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** Human Resources Manager

**GRADE:** Leadership & Management 39-42

**RESPONSIBLE TO:** Director of Human Resources and Organisational Development

**RESPONSIBLE FOR:** HR Business Partner, HR Officer and Payroll HR Officer

**HOURS:** 36 Hours (Full time)

**KEY RESPONSIBILITIES**

1. To lead, manage and develop the HR team.
2. To ensure a professional, customer focused HR Service is provided to managers and staff within the College.
3. To be the lead for casework, advice and support and as well as operational activities, such as recruitment.
4. To deliver key projects as agreed with the Director of Human Resources and Organisational Development.
5. Instil HR competence to College managers.
6. To manage the effectiveness of the HR system.

**MAIN DUTIES AND RESPONSIBILITIES**

**Leadership and Management**

1. To provide operational leadership and management for the human resources team to ensure that a proactive and professional service is provided to internal customers.
2. To guide, motivate, develop and appraise the team to ensure optimum performance and professional development.
3. Establish strong team working approaches and effectively manage any associated challenges.

4. Support the planning of staffing requirements in order to deliver the departments targets and ensure flexibility, efficiency and succession planning.
5. Use a range of communication strategies to inform and be informed (team meetings, team briefings, one to ones). Holding regular one to one and team meetings are an expectation of this role.
6. Monitor and develop the quality, efficiency and effectiveness of service delivery, in line with College policies.
7. To produce accurate and timely reports and management information, as required.
8. Work closely with the Director of Human Resources and Organisational Development in completing the service area's annual self-assessment report and monitor the implementation of related action plans incorporating clear criteria and measurements of success and promoting the dissemination of good practice.
9. To manage the College's staff development function to ensure that staff are developed and trained to meet the changing needs of the organisation and have appropriate opportunities for personal and career development.
10. To manage and develop the effectiveness of the HR systems.
11. To work flexibly within the team.

### **Specific Functions – Casework Advice and Support**

12. To manage the College's casework support and advisory service, ensuring that casework is properly supported and monitored, providing specialist support as required and identifying cases to be handled by the respective HR Adviser.
13. Work closely with the HR team to develop the structure for the regular contact with managers, identifying management information requirements, and setting up reports within the HR system to produce the data required.
14. To assist the HRD in designing and deliver workshops/briefings for line managers on managing sickness absence, performance [capability and disciplinary] and handling grievances, in accordance with College procedures. To work with managers to reduce sick absence and enhance staff performance.
15. Coach and support college leaders to achieve, improve and develop to their HR competence.

16. To advise managers and staff on the interpretation and implementation of all HR policies and procedures.
17. To draft policies in line with changes in legislation and College requirements.

### **Specific Functions – Operational Activities and casework**

18. To manage the recruitment and selection process ensuring deadlines are met and a high-quality service is maintained.
19. To manage the employment of casual staff and the engagement of Agency staff.
20. To provide specialist advice on operational and recruitment policies.
21. To assist in the design and delivery of workshops/briefings for line managers on managing operational and recruitment procedures.
22. To monitor and track all Teaching and LSA staff are qualified with level 2 English and math and where necessary organise a BKSB assessment.
23. To manage the HR induction and probation process with managers to ensure that HR issues are embedded into College activity.
24. To ensure that all manual and computerised personnel and training records are secure, accurate and complete and that the college complies with legal requirements, meets the information demands of external bodies and can access relevant and timely information for management purposes.
25. Assist the Director of Human Resources and Organisational Development with the development and implementation of robust systems for workforce planning, monitoring staff utilisation and controlling costs.

### **General**

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

## Person specification

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Essential Criteria</b>	<b>Desirable Criteria *</b>
<b>Qualifications (Educational and Vocational)</b>	CIPD Qualified or an equivalent qualification; and or Graduate/Chartered membership of the CIPD	
	Maths and English at Grade 'A' to 'C' or equivalent.	
	Evidence of continuous professional development.	
<b>Previous experience/job knowledge</b>	Significant experience generalist HR experience; with an emphasis on Employee Relations casework	
	Experience of providing advice and guidance to managers on the implementation and interpretation of HR policies and employment law.	
	Experience in using/managing computerised HR systems combined with a good understanding of IT and its uses within an HR Function.	
		Further Education Experience
<b>Skills (Competencies and Aptitudes)</b>	The ability to develop positive working relationships with individuals at all levels. And to positively influence decision making.	
	Well-developed communication, external liaison and networking skills.	
	The ability to lead others through leadership which commands respect and provides an environment where others feel motivated.	
	The ability to delegate effectively and effectively manage the performance of others in accordance with good management practice	
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.	
	Excellent written skills.	
	A strong sense of purpose and the drive to achieve agreed goals	
	The ability to work effectively through	

	<p>teams and a critical and sensitive understanding of the roles of teaching and other staff.</p> <p>The ability to articulate a vision and motivate the team to achieve success.</p>	
<b>Other factors/ additional requirements</b>	An understanding of safeguarding and a commitment to creating a safe learning environment.	
	An understanding of how HR can contribute to Learner success.	
	A relentless commitment to excellence and creativity	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	