



Christ's College Cambridge

JOB DESCRIPTION

Job title	Human Resources Manager
Responsible to:	Bursar
Place of work	Christ's College
Salary range:	£42,793 - £48,114, pro rata
Hours:	To be agreed, in range 0.6-1.0 FTE, based on 36.25hr week. Occasional work outside agreed hours may be necessary.
Holidays:	36 days annual leave (inclusive of public holidays), pro rata
Pension scheme:	The College offers membership of a contributory pension scheme, with auto enrolment and the right to opt out.

Job Summary

The HR Manager will be the focal point for HR matters in the College. They will ensure the College complies with employment law and regulations and monitor changes. They will manage, develop and administer the College's employment policies and procedures. The post holder will administer recruitment, assessment and training and development processes within the College. The HR Manager will work with the Bursar to develop policy, but will have the confidence and experience to manage HR matters directly and the ability to work collaboratively with line managers.

Key responsibilities

- Work closely with the Bursar to ensure the College has an effective HR strategy
- Manage and administer the College's recruitment and on-boarding processes, ensuring compliance with current legislation and good practice
- Support line management throughout the College, including monitoring and managing probationary requirements, performance and development reviews and holiday and absence records

- Manage the development, delivery and evaluation of relevant training and development, including apprenticeships
- Monitor comparable salaries to support effective recruitment and retention
- Provide advice and appropriate support to members of staff at their request
- Advise the Bursar on employment law changes and HR best practice on employment-related policies, procedures, and practices for the College, and lead on keeping documentation up to date
- Advise and work with the Bursar and other managers on employment issues, including grievance, disciplinary and capability procedures and organisation changes

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

General responsibilities

- To take part in the College's appraisal scheme and to undertake training as required
- To be responsible for own health and safety in the workplace
- To comply fully with all the College's policies including equality of opportunity and data protection
- To undertake any other reasonable request or duties commensurate with the post

PERSON SPECIFICATION:

	<i>Likely to include</i>	<i>Desirable</i>
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to Degree level or equivalent • Membership of the CIPD (Chartered Institute of Personnel and Development) or a comparable qualification • Substantial HR experience 	<ul style="list-style-type: none"> • Experience of leading the HR function at a location • Experience of line managing staff
Specific knowledge/skills	<ul style="list-style-type: none"> • Knowledge of current employment law, best practice and current thinking in HR management; • Communication and influencing skills; • Planning and organisational skills • Competent IT user 	<ul style="list-style-type: none"> • Evidence of continuing professional development. • Change management skills • Knowledge of HR database and payroll systems
Abilities	<ul style="list-style-type: none"> • Creative and pragmatic approach to problem solving • Ability to prioritise and organise workload and act on own initiative • High degree of professionalism and personal integrity • Ability to exercise complete discretion at all times 	
Personal attributes	<ul style="list-style-type: none"> • Willingness to adopt a flexible and collaborative approach • Willingness to embrace change proactively • Confident and resilient 	

Christ's College is an equal opportunity employer.