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| **Job Title** | Human Resources Manager |
| **Reporting to** | Principal  Dotted line to the Director of Finance and Operations |

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| **Job Purpose** |
| To lead, manage and continuously develop the Human Resources function of the College, ensuring professional, responsive and legally compliant HR practices that support the College’s strategic objectives. The role encompasses both operational and strategic responsibilities, requiring high levels of judgement, confidentiality and collaboration with internal and external stakeholders. The post holder plays a critical role in shaping employee experience and culture, managing organisational change and ensuring that staff are supported, developed and treated fairly and consistently. |

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| **Main Duties and Responsibilities** |
| 1. **Strategic HR Leadership**  * Lead the design, implementation and ongoing development of HR strategy in line with College priorities. * Act as a key adviser to the Principal, Director of Finance and Operations and College Leadership Team on all people-related matters. * Collaborate with project teams and external consultants to support organisational development and complex change initiatives. |
| 1. **Recruitment and Resourcing**  * Oversee the full recruitment lifecycle, ensuring an efficient and professional candidate experience using a digital recruitment platform and applicant tracking system. * Maintain compliance with the College’s Safer Recruitment Policy and employment legislation, ensuring robust pre-employment checks in are in line with safeguarding requirements, including the Protection of Vulnerable Groups (PVG) Scheme, references, and right to work checks. * Promote safer recruitment, provide training, guidance and strategic input on recruitment matters to leadership and hiring managers. |
| 1. **Employee Relations**  * Lead on all aspects of employee relations, including absence, performance management, capability, disciplinary and grievance processes. * Manage sensitive and complex employee relations casework, with professionalism and discretion. * Promote early resolution of conflict through informal dialogue, engagement strategies, dispute resolution, facilitation and mediation where appropriate. * Provide coaching and guidance to Governors, Senior Leaders and managers in navigating HR challenges * Support and coach line managers, increasing line management capability to develop confidence and consistency in people management, particularly in handling ER cases. * Promote a positive employee relations culture across the College. |
| 1. **HR Policy, Systems and Process Improvement**  * Take a leading role in organisational change initiatives aimed at improving efficiency and aligning the workforce with evolving strategic and financial priorities. * Ensure all change processes are legally compliant under employment law and reflect fairness, transparency and best practice. * Provide strategic HR input to financial planning, resource allocation and curriculum delivery models from a workforce perspective. * Advise on TUPE transfers, the administration of terms and conditions and contract reviews, while also supporting the development and implementation of key HR initiatives such as performance appraisal systems, policy frameworks, and improvements to HR operations. |
| 1. **HR Policy, Systems and Process Improvement**  * Own and manage the suite of HR policies, ensuring regular review and alignment with current legislation, ACAS guidance, best practice and College ethos. * Lead process reviews and digital transformation within HR to drive efficiency, accuracy and user experience. * Manage the College’s HRIS and recruitment platforms, ensuring data integrity and the generation of actionable management information. |
| 1. **Staff Development and Wellbeing**  * Design and deliver training sessions for staff and managers, including College-wide staff development days. * Work closely with the Principal and Senior Leadership team to support the development of a positive and accountable workplace leading on initiatives that enhance staff engagement and wellbeing, fostering strong, collaborative staff relationships. * Champion diversity, equality and inclusion in all HR practices and decision making. * Contribute to the work of the Staff Well-being Committee and other cross-functional groups as required. |
| 1. **Absence and Leave Management**  * Monitor and manage staff absence records and reporting, including referrals to Occupational Health. * Advise on statutory and discretionary leave policies (e.g. maternity, paternity, compassionate leave). * Oversee the administration of support staff annual leave systems. |
| 1. **Team Leadership and Stakeholder Management**  * Line manage HR support staff and a central team of administrative staff, ensuring a high standard of responsive and professional service delivery to meet the operational requirements of the College * Ensure effective workflow management and prioritisation across the teams, particularly during peak times. * Continuously review the effectiveness of systems, processes, policies and practices, identifying and delivering improvements. |
| 1. **Other Duties**  * Undertake any other duties reasonably required by the Principal or Director of Finance and Operations. |
| **Knowledge, Qualifications, Skills and Experience** |
| **Knowledge/Qualifications**  Essential   * Chartered Member of the CIPD (MCIPD or higher) * Knowledge of UK employment law and HR best practice * Strong understanding of HR systems, recruitment platforms, and data security (GDPR) * Committed to continuous professional development and staying informed on HR trends   Desirable   * Experience of working in a similar role within an educational environment   **Skills**   * Exceptional written and verbal communication skills * Proven ability to influence, coach and advise senior stakeholders with professionalism and tact * Skilled in balancing operational detail with strategic oversight * High levels of emotional intelligence, judgement, discretion and confidentiality * Ability to work autonomously and collaboratively in a dynamic, high-stakes environment * Advanced planning and organisational abilities * Strong interpersonal and communication skills, with the ability to influence and lead at all levels, maintaining productive working relationships with internal stakeholders including the College Leadership Team, Governors, and project partners. * Excellent IT skills, MS Suite.   **Experience**  Essential   * Significant generalist HR experience across all core areas including recruitment, employee relations, policy development, and absence management with demonstrable expertise in employee relations and union engagement. * Experience leading complex casework, including investigations and sensitive staff exits * Evidence of successful collaboration with external consultants or project teams * Proven experience supporting leadership teams in a strategic HR capacity leading change management projects * Experience managing teams, including direct line management, managing and co-ordinating the full recruitment and selection cycle, managing difficult conversations * Experience of policy development and implementation.   Desirable   * Previous experience working with trade unions. Working with teaching unions would be an advantage. * Mediation, facilitation or coaching qualifications. * Knowledge of the culture and structure within a school environment. |

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| **Job Features** | | | |
| **Dimensions**   * Approximately 120 staff (teaching and support) * Line management of part time HR Support and the central team of administrative support staff, ensuring a high standard of service delivery. | | | |
| **Planning and Organising**   * High degree of autonomy required in managing complex caseloads, calendar-based requirements (e.g. recruitment cycles) and ongoing process improvements. | | | |
| **Internal/External Relationships**  Internal   * Close collaboration with Principal, Director of Finance and Operations, College Leadership Team, Staff and Governors * There will be a high degree of interaction with all staff, both academic and non-academic * Membership of key committees (Joint Negotiating Committee (JNC), Joint Consultation Committee (JCC), Safeguarding, Health & Safety, Staff Well-being)   External   * Liaison with legal representatives, HR consultants, Disclosure Scotland, SCIS, Occupational Health providers, recruitment agencies and advertising bodies and peer HR professionals | | | |
| **Decision Making**   * Significant autonomy in daily decision-making within the scope of College policy and employment law * Expected to identify, assess and implement appropriate solutions to HR issues, referring to the Principal and Director of Finance and Operations as needed for high-risk matters | | | |
| **Problem Solving**   * The post holder will be expected to identify and implement solutions to problems which occur. In some cases, solutions will require to be presented to the Principal or the Head of Finance and Operations in the first instance. | | | |
| **Other Requirements**   * Commitment to the values and mission of the College and to Catholic education * Must be a member of the PVG scheme * Act as counter signatory for the PVG scheme and provide guidance in line with safeguarding responsibilities. * Willingness to work flexibly as required by the demands of the role. | | | |
| **Approved by Job Holder** | | | |
| **Name** |  |  |  |
| **Signature** |  | **Date** |  |
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| **Approved by Director of Finance and Operations** | | | |
| **Name** |  | **Position** |  |
| **Signature** |  | **Date** |  |