Job Title: HR Manager

Reports to: Bursar as line manager; Bursar/Senior Tutor/Development Director on business matters

Role: To provide HR support to the College for the full range of tasks related to the recruitment and administration of College staff; and to act as focal point in the development of HR policies and management of employee relations.

Tasks: Note that the following descriptions of the main elements of the role are not exhaustive. These will change as the College and the external environment change.

**Recruitment**
In consultation with the department concerned, take the lead in and manage the whole recruitment process, from preparation of position description through to obtaining references for and sending offer letters/contracts to the selected candidate, as well as rejection notices to the unsuccessful candidates. This will include the selection of advertisement channels for vacancies; collation and clarification where necessary of applicants CVs; short-listing of interview candidates and arranging of dates and venues for interviews; and any other related matters. Normally, interviews are conducted by panels of interviewers drawn from College fellows and/or staff, and the HR Manager would be expected to organise such panels and attend interviews either as a full member of the panel or as an observer. (Note that the recruitment of College fellows would normally follow a different process managed by the Senior Tutor or a panel of fellows, and in these cases the HR Manager would act in a support role as required.)

**HR Administration**
Carry out all aspects of HR Administration, including but not limited to:
- Establishment and maintenance of personnel files, ensuring that the requirements of GDPR and the Data Protection Act 2018 are strictly observed
- Induction of new staff, including right to work checks, securing University staff cards, collecting personal bank and tax details for payroll, membership of pension scheme, health questionnaires and emergency contact details
- Administration of leavers, including advising payroll of entitlements, securing the return of College assets, liaison with pension providers where necessary, and conducting exit interviews. Maintain diary of short term contracts.
- Preparation of letters advising of salary changes, having secured the appropriate authority where necessary, including liaison with payroll
- Control of leave entitlements and sickness absence, including liaison with payroll
- Control of fellows’ entitlements and allowances, including liaison with Finance
- Set-up and maintenance of various staff databases, incl. e-Vision, and lists (e.g.
membership of SCR, dining rights, and similar.
- Coordinate response to subject data access requests made by staff/former staff
- Represent the College in relation to the development of common HR support systems
- Compile HR data where necessary (e.g. in response to Freedom of Information requests)

**HR policies and Employee Relations**
- Keep abreast of changes in employment legislation and practice relevant to the College and advise GB (incl. its sub-committees) on emerging HR issues; secure GB approval for necessary changes in policy and manage their implementation, including update of the Staff Handbook
- Ensure that the College’s contracts of employment are up to date and standardised across departments, with necessary deviations justified and logged.
- Maintain oversight over the competitiveness of the College’s terms & conditions, and ensure that the College’s remuneration practices are competitive with other employers in Oxford, particularly other colleges.
- In consultation with the Bursar, Senior Tutor or Development Director, coordinate response to staff grievances and disciplinary matters after securing advice from College’s external HR advisors where necessary.
- Manage the process of consultation with employees on changes to terms and conditions
- In consultation with the Bursar, prepare papers for the PCE sub-committee of GB and for the fellows’ Remuneration Committee

**General**
- Maintain liaison with the University and other colleges on HR matters of common interest
- Provide information and advice (excl. taxation) to fellows, other managers and staff on the College’s terms and conditions of employment, incl. pension entitlements.

**Skills and Qualifications:**

**Essential**
- Experienced HR professional, preferably with recent experience in a UK university environment.
- Ability to act autonomously, with tact and authority
- Well-developed inter-personal skills
- Ability to work in a highly confidential manner
- Good problem solving and negotiation skills
- Facility with Microsoft Office software

**Desirable**
- Tertiary level education
- Chartered membership of CIPD

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