



WORK AT SHIPLEY COLLEGE

HR Manager

Shingley College - Great people, great place!

Hours: 37 hours per week, Full-time, permanent

Salary: Points 29 - 36 (FTE £31108 - £38237 Per Annum)

Closing Date: Monday 11th December 2023 at 12 noon

Interview Date: Friday 15th December 2023 - (Half day until noon)

Start Date: ASAP (subject to satisfactory pre-employment checks)

The College strapline is 'great people, great place'. We did not come by this description lightly. The College has a strong ethos of support and care for its learners and staff.

We have roughly 330 staff, including a number of part-time and hourly paid workers. We need an HR Manager capable of dealing with both administrative procedures and also dealing with more complex HR issues. We need this role to maintain a professional service in developing our diverse workforce.

You will lead on all HR matters, working with administrative support and the Senior Leadership Team. We look forward to receiving your application.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> • Enhanced pension contributions • Access to a free gym on-site • Reduced cost of train travel* • Access to free on-site car parks • Professional Development opportunities • Shopping discounts with discount app • Occupational Health Services • Onsite reduced-cost catering • Enhanced maternity and paternity pay • Holiday including public and College closure days - 38 days <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • CIPD level 5 or equivalent qualification in a related subject • Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) • Good experience in managing/providing significant HR support to employees and line managers • Proficient in data analysis and report writing • Excellent interpersonal skills

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	HR Manager
SCALE	Management Scale, Points 29 - 36
RESPONSIBLE TO	Vice Principal Finance and Planning

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

- To coordinate a comprehensive and professional HR service to meet the needs of the College.
- To input at both an operational and strategic level in order to identify HR priorities and provide a customer-focused HR service across the College.

DUTIES AND RESPONSIBILITIES

- To provide advice, guidance, coaching, and support to staff
- To coordinate the activities of staff that support the HR process
- To line manage appropriate staff, as required
- To advise management on HR matters
- To manage employee-related matters such as disciplinary, grievance, capability, performance management, attendance, redundancy, redeployment, harmonisation, and TUPE, working collaboratively with Trade Unions when required
- To promote and support the College's Equal Opportunities and Safeguarding Policies and Procedures, with particular reference to recruitment and employment



- To manage the recruitment and selection process, adhering to the 'Disability Confident' and 'Mindful Employer' Award and appropriate legislation
- To establish and manage relationships with the College's Occupational Health and Counsellors
- To maintain accurate personnel records within an appropriate level of security and confidentiality
- To oversee the appraisal process and manage the mandatory training and qualification processes and records
- To implement, review and revise HR 'Service Standards' and the 'Service Improvement Plan' to ensure the highest quality service
- To provide the payroll team with data for changes to staff salaries
- To manage and control expenditures within agreed budgets
- To promote, develop, and update the Staff Handbook, Code of Conduct and HR Policies/Procedures
- To provide reports with HR statistical, employee information, and details of Employment Relations cases
- To support academic and service heads at performance / service reviews by providing timely HR data
- To be the HR Representative for safeguarding matters, attend and contribute to safeguarding committee meetings, as required, and ensure continuous updates and accuracy of the Single Central Record
- To be part of the core Data Protection team within the College
- To be the lead countersignatory for the Disclosure and Barring Service and undertake staff pre-employment checks
- To provide in-house training to managers on general HR matters, people management, and current employment legislation

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality, Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
CIPD level 5 or equivalent qualification in a related subject	✓	
Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) <i>(If working towards this must be started in the first year of employment and completed by the end of year 2)</i>	✓	
Proficient in data analysis and report writing	✓	
Strong IT skills	✓	
Good experience in managing/providing significant HR support to employees and line managers	✓	
Experience of working in education		✓
Able to work with a high level of accuracy, attention to detail and meet deadlines	✓	
Experienced in providing strategic and operational HR advice/guidance, supporting colleagues with a range of complex HR-related matters	✓	
Comfortable in exercising a high degree of initiative, self-motivation, and professional judgement	✓	
Experience in developing initiatives that support the welfare of employees	✓	
Excellent interpersonal skills	✓	
Ability to maintain confidentiality, discretion, and tact	✓	
Awareness of GDP Regulations and relevance to HR	✓	
Satisfactory Enhanced Disclosure and Barring Service check	✓	
Willingness to work to a flexible attendance pattern	✓	

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

99% agreed with the statement: **"I am happy with the teaching on my course"**

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

98% of students agreed with the statement: **"I am happy with the College overall"**

