



## Human Resources Manager (Part Time)

Ref: 900295

Somerville College is a vibrant and forward looking College, one of the 38 colleges of the University of Oxford. We have a friendly and diverse community and the College has a reputation of openness and inclusiveness. Somerville is among the most international of the Oxford colleges that admit both undergraduate and graduate students and we currently have approximately 550 undergraduate and graduate students. The HR department is well established and comprises a part time HR Manager, a full time HR Officer, and a part time HR Assistant; you will be keen to mentor your HR team in their professional development.

With significant experience working as an HR professional within a generalist role and the ability to contribute at a senior level to the development of the College's HR policies and procedures, you will manage the delivery of HR to the College's 150 academic and 200 support staff. You will report to the Bursar and will work closely with the Senior Tutor with regard to academic HR matters. Equality and diversity is important to Somerville and you will have an interest in working with the Principal, Equality Champions and Equal Opportunities Representatives from the College community to develop an exciting and vibrant Equality Agenda.

Our vision for our new HR Manager is someone who possesses high emotional intelligence and a pragmatic approach. Previous experience in the higher education sector is not essential but it is important that you are able to demonstrate cultural sensitivity in an academic setting. You will have a detailed understanding of current employment law and best practice in order to ensure the College's systems and processes are compliant. The College has access to employment law advice through an external consultant for complex cases.

The HRIS used by HR team is *Access Select HR* and you will have responsibility for managing sensitive personal HR data in line with GDPR regulations. Experience with e-Recruit systems would be advantage as the College would like to implement e-recruitment within the next two years. The College has an on-site Nursery and you will be required to complete safer recruitment training and ensure that satisfactory DBS checks are carried out.

We are willing to consider applications from candidates wishing to work either 0.6 or 0.8 FTE; please indicate your preference in your application.

For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## **Job Description**

**The principal responsibilities of this post are listed below. At busy times the post holder must be willing and able adopt a hands-on approach and work with the HR Officer to ensure deadlines are met, including recruitment and to complete the preparation of academic contracts during the summer months in time for the start of term in October each year.**

### **1. HR Policy and Procedures**

- Develop and implement HR policies in accordance with statutory requirements and University policy.
- Ensure legal compliance with the College's HR practices and processes and that they are aligned to the University of Oxford's and or Oxford Colleges' policies and procedures as appropriate.
- Advise managers and staff to ensure that HR policies are applied in a fair and consistent manner and that reliable records are maintained.
- Design, document and implement HR management processes and systems.
- Update the employee handbooks at appropriate intervals.
- Design and deliver staff surveys at appropriate intervals and work with the Principal and Treasurer to address issues raised.

### **2. Advice and Support**

- Provide advice to managers on employment matters and ensure that staff management practices are applied consistently.
- Support managers with casework, including harassment, grievance and disciplinary cases, ensuring that statutory processes are followed.
- Manage long term sickness and welfare cases, with support from Occupational Health as required.
- Manage terminations of employment and ensure relevant statutory processes are followed.

### **3. Pay and Reward**

- Manage the College's job evaluation scheme and implementation of job gradings.
- Ensure the Treasury is notified in writing of payroll changes within specified deadlines.
- Manage the pay modelling and annual salary reviews and other payments, ensuring employees are informed in writing of contractual changes.
- Calculate the annual gender pay gap and report the results to Finance, HR and Equality Committee.
- Produce timely and accurate data for the annual death in service insurance renewal and salary surveys.

### **4. Employee Resourcing**

- Oversee recruitment processes, participating in selection interviews as required, and ensure College policy and best practice is followed.
- Ensure recruitment documentation is consistent and complies with current legislation: write documents for new roles in conjunction with recruiting managers.
- Review and update contractual documents for compliance and best practice as necessary.
- Ensure right to work checks are completed in line with Home Office requirement and College policy.
- Manage the administration of Certificates of Sponsorship and Tier 2 visas.
- Manage the recruitment budget.

## **5. Appointments and Onboarding**

- With the HR Officer, prepare appointment letters, contracts of employment and contract amendments.
- Oversee the completion of pre-employment checks, and carry out DBS checks as required.
- Manage the starter/leaver processes.
- Manage the process for ensuring staff performance is acceptable within the probationary period given in all contracts, including long term monitoring of remedial actions and terminating employment if necessary.
- Develop induction and onboarding processes for all staff.

## **6. Equality and Diversity**

- As Equality Officer, work with the Principal, Equality Champions, and Equal Opportunity Representatives to promote equality and diversity actively within the College.
- Oversee the equal opportunities monitoring process.
- Write and present the annual Equality Report to College Committees.

## **7. Data Management and Record Keeping**

- Manage the receipt, processing of HR data in line with the requirements of GDPR and College policies.
- Develop the use and application of the HRIS to its full potential.
- Provide HR management information and analysis.
- Manage the HR archives in line with GDPR and College policies.

## **8. Learning and Development**

- Oversee the annual staff performance appraisal process for support staff.
- Identify appropriate training to be delivered in house (e.g. unconscious bias).
- Manage the training budget.
- Ensure appropriate records are maintained.
- Ensure the College has sufficient first aiders.

## Person Specification

### Essential

- Significant experience working as an HR professional within a generalist role
- Policy work in the light of legislative or regulatory changes and embedding new procedures
- Professionally qualified (MCIPD or equivalent) (Level 7) and member of the CIPD
- Significant experience of managing casework, conflict management, and handling other complex people issues, supporting and advising managers accordingly
- Reward management, and managing job evaluation schemes
- Current knowledge of Employment Law and ACAS Codes of Practice
- Good understanding of Right to Work legislation and completing right to work checks
- An interest in Equality and Diversity, and the principles of the Equality Act 2010
- Experience of working with a Human Resources Management Information System (HRIS)
- Managing sensitive personal data within the requirements of data protection legislation
- Experience in managing and developing own staff
- Able to demonstrate sound judgement and determine creative solutions
- Able to multi task and meet challenging deadlines
- Excellent interpersonal and communication skills
- Effective influencing skills, particularly with those over whom the post holder has no direct authority
- Strong numeracy and statistical analytical skills
- Good IT skills (Word, Excel, Outlook, databases, webpages)

### Desirable

- Chartered Member of the CIPD
- Using e-Recruitment systems
- Safer recruitment training
- Disclosure and Barring Service

## Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<b>Duration</b>	This is a part-time post. The appointment will be made subject to (i) satisfactory employment checks as detailed under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
<b>Salary</b>	<p>The annual salary will be aligned to Band 9 of the Somerville College pay spine which has a full time salary range of £43,685 to £50,618 (35 hours). The actual salary will be determined on a <i>pro rata</i> basis according to the agreed contractual hours.</p> <p>Upon successful completion of a six-month probationary period, the salary will be increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
<b>Hours of Work</b>	The post is being offered on a part time basis of 0.6 or 0.8 FTE; please indicate your preference in your application. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
<b>Holiday Entitlement</b>	Full time Support staff are entitled to 35 days of paid leave per annum inclusive of eight public holidays. The leave entitlement will be calculated on a pro rata basis according to the post holder's work pattern. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Lunch will be provided free of charge.
<b>Sickness Benefit</b>	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve-month period, subject to satisfactory notification of absence and production of medical certificates.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees.
<b>Childcare</b>	Somerville runs a small on-site Nursery and further details can be found at <a href="http://www.some.ox.ac.uk/living-here/st-pauls-nursery/">http://www.some.ox.ac.uk/living-here/st-pauls-nursery/</a>
<b>Training</b>	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

**The closing date for completed applications is 10am on Wednesday, 11 April 2018**

**Your application should comprise**

- a letter of application addressed to Mr Andrew Parker, Bursar, in which you outline how you meet the selection criteria and your vision of how you would deliver HR at Somerville College
- a completed application form
- a curriculum vitae
- an equal opportunities monitoring form

**Email your completed application documents to:** [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900295 in the heading

*Please note that Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.*

**Communication regarding the status and outcome of your application will be made via e-mail.**

**It is planned to hold formal first interviews in Oxford on Thursday, 26 April 2018.**

**Selected candidates will be invited back for an informal second interview on Thursday, 3 May 2018.**

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

### 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.