



**SIDNEY SUSSEX COLLEGE
CAMBRIDGE**

HR Manager

Permanent, full time post
£40,322 to £46,718

Sidney Sussex College, Cambridge University is seeking to appoint a full time, permanent HR Manager to join the Bursary team. This post reports directly to the Bursar and is a key member of the Bursary management team. The post-holder's principal objective is to provide a professional generalist HR service for the College, responsible for all staff on the payroll, including assistant staff and academic roles.

This is a permanent, full time post involving 37.5 hours per week. Flexible working, including reduced hours, may be considered. The salary is based on points 48 - 53 of the University's single salary spine, currently equating to £40,322 - £46,178 per annum. Incremental salary progression up the range is discretionary.

Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays; an excellent contributory pension scheme provided by the Universities Superannuation Scheme (USS), free College meals when on duty and subsidised membership of the College's gym facilities.

This post would suit a highly-motivated HR professional with experience in an HR generalist role, and a sound knowledge of current employment law, best practice and current thinking in HR management. Experience of higher education and/or the charitable sector would also be welcomed. Excellent communications skills, a creative and pragmatic approach to problem solving are also important to this role, as are strong interpersonal skills, a "can-do" attitude and the ability to work both independently and collaboratively in a team-orientated environment.

A job description, person specification and application form are available on the College website at www.sid.cam.ac.uk/aboutus/personnel. In order to apply, please complete and submit an application form with a covering letter outlining your suitability to jobs@sid.cam.ac.uk by the closing date below. Alternatively applications can be posted to the Bursar Manager at Sidney Sussex College, Cambridge CB2 3HU.

The closing date of application is **12 noon on Monday 14 September 2020** with interviews expected to take place **on Thursday 24 September**. Any offer of appointment is subject to: the receipt of two satisfactory references; verification of identity and qualifications; and, eligibility to work in the UK.

Sidney Sussex College is an equal opportunities employer