



Job title	Human Resources Manager
Responsible to:	Bursar
Supported by:	Bursary / HR Assistant
Place of work	All Sidney Sussex College owned property / sites in and around Cambridge.
Salary:	Point 48 (£40,322) to 53 (£46,718) on University's single salary spine. Salary progression within this range is discretionary.
Hours:	Full time, 37.5 hours per week. Flexible working, including reduced hours, may be considered.
Probationary period:	Up to 9 months.
Holidays:	25 days annual leave plus 8 public holidays (pro rata if reduced hours).
Pension scheme:	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

Sidney Sussex College

Founded in 1596 and the youngest of Cambridge's "old colleges", Sidney Sussex College is located in the heart of the historic city of Cambridge and is steeped in history. The College is a centre of academic excellence and actively fosters research across the entire academic community. Over the years, Sidney's members have achieved innumerable academic successes, including four Nobel Prizes.

Sidney is well-known for harbouring a relaxed environment and friendly community who work together to provide a great living and learning experience. The College is ambitious for its people to perform at their best and to be happy while doing so, and it strives to be as open, vibrant, and inclusive as possible. Highly motivated, empowered and professionally developed staff are at the heart of the success of a College; excellent HR is therefore integral to our ambitions.

Sidney Sussex is led by the Master, Professor Richard Penty, and has some 80 Fellows, over 100 assistant staff, and around 630 undergraduate and postgraduate students.

The Bursary Team

The Bursary Team is led by Ms Sarah Bonnett, Bursar, Fellow and one of the key Principal Officers of the College. This busy team is responsible for the operational effectiveness of all aspects of College provision regarding the property, finances and accounting of the College, including HR, IT,

governance and compliance with relevant University and other legislative requirements. The HR Manager reports directly to the Bursar and will be a key member of the multi-functional and collaborative Bursary management team which also includes the Domestic Bursar, College Registrar, Head of Accounting and Finance, IT Manager, Communications Officer and Bursary Assistant.

The Role

The role of the HR Manager is to provide a professional generalist HR service for the College, running the College's HR function, including: all employment-related administration for both staff (non-academic) roles and academic roles; providing HR advice to College Officers and managers; and, ensuring legal compliance. The recruitment, retention and well-being of staff are key to this role.

The HR Manager will work with the Bursar to develop current policy, but will have the confidence and experience to manage the HR function independently within the College and the ability to work collaboratively with other managers and Fellows.

The role holder will be responsible for managing, developing and administering the College's employment policies and procedures for assistant staff. In addition, they will be expected to assist with the administration in respect of members of the Fellowship and academic staff.

The post holder will coordinate performance management and training and development within the College.

The HR Manager will be expected to keep the College up to date with employment law changes and the associated implications for the College.

The role has no direct reports but will be supported by the Bursary / HR Assistant.

Key responsibilities

- Work closely with the Bursar to ensure the College has the appropriate HR initiatives, policies and processes in place to achieve the College's strategic and operating plans;
- Advise the Bursar on employment law changes and HR best practice on employment-related policies, procedures, and practices for the College, and implement changes as necessary, including leading on updating documentation and communication of changes;
- Advise and work with the Bursar and other line managers on handling employee relations issues, including disciplinary, capability and grievance procedures, department re-structures, redundancies and dismissals, consulting with the College's external advisors when necessary, and facilitating early resolution and mediation where feasible.
- Manage and administer the recruitment process for all staff, ensuring compliance with current legislation and good practice and contribute to the recruitment process for Fellows, giving

particular advice on the recruitment of those from outside the European Economic Area (EEA) using the points based system. This includes: working with managers on job descriptions, person specifications and terms and conditions; advertising vacancies; communicating with applicants/candidates; organising interviews; making formal offers; ensuring employment eligibility; applying for visas where necessary; carrying out DBS checks where necessary.

- Oversee the administration of starters and leavers, including: the preparation and processing of contracts and all associated documentation, policies and procedures to ensure legal compliance; overseeing all aspects of induction and probation liaising with Bursary, Payroll and other departments as necessary; conducting exit interviews and identifying learning points resulting from them.
- Coordinate the performance review process across the College, ensuring managers undertake regular and effective performance development reviews at least annually at which objectives are set, and development and training needs assessed, providing support as necessary;
- Help managers to identify suitable training and development opportunities for their staff from performance development reviews; manage the coordination, development, delivery and evaluation of relevant training and development; maintain training and development records; oversee training and development budgets.
- Devise strategies for staff retention, including recommending introducing new benefits or social activities; administer and communicate information about, and raise awareness of, existing staff benefits, including the College's Pension Schemes;
- Ensure appropriate staff communication and consultation so that staff feel involved in decisions which affect them and able to raise concerns.
- Periodically conduct a job evaluation and salary benchmarking exercise to ensure attraction and retention of assistant staff, and re-alignment of roles and remuneration, as necessary;
- Support management throughout the College, including providing appropriate management information for managing key processes including probationary periods and sickness absence;
- Take a proactive approach by meeting with Heads of Department and line managers regularly to discuss staff matters within their teams, providing advice and coaching where needed;
- Provide advice and appropriate support to members of staff on a timely and professional basis;
- Be responsible for keeping up to date all employment-related information on the College's website.

- Review how personnel data is recorded and stored, and make recommendations for changes or enhancements in accordance with the College's GDPR Schedule and in line with best practice;
- Liaise with the Payroll and Pensions Officer on pension and payroll matters, including being familiar with the detail of the payroll processes, software and deadlines.
- Submit data for intercollegiate surveys in an accurate and timely manner, and proactively participate in intercollegiate forums, establishing productive working relationships in the inter-collegiate HR Manager network;
- Participate in strategic projects as determined by and agreed with the Bursar.

The above is not an exhaustive list of responsibilities. The post-holder may be asked to take on different and/or additional responsibilities as required and all employees are expected to work collaboratively to support the overall goals of the College.

General responsibilities (applicable to all staff)

- To take part in the College's appraisal scheme and to undertake training as required;
- To be responsible for post-holder's own health and safety in the workplace;
- To comply fully with all the College's policies including equality of opportunity and data protection; and,
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION:

	<i>Likely to include</i>	<i>Desirable</i>
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to Degree level or equivalent; • Membership of the CIPD (Chartered Institute of Personnel and Development); • Experience in an HR Generalist role 	<ul style="list-style-type: none"> • Experience of working as the sole HR practitioner within an organisation; • Experience of contributing to organisational strategic planning and priorities • Experience of working in an educational establishment and campus environment; • Experience of Immigration legislation and the Points Based Management System (PBMS).
Specific knowledge /skills	<ul style="list-style-type: none"> • A keen interest in and sound knowledge of current employment law, best practice and current thinking in HR management; • Strong communication, interpersonal and influencing skills; • Sound planning, research and organisational skills • High level of competency in the use of IT, especially MS Office • Evidence of continuous professional development • Up to date knowledge of best practice in people management 	<ul style="list-style-type: none"> • Skills in effective change management • Knowledge of HR Database systems • Knowledge of Payroll procedures
Personal attributes	<ul style="list-style-type: none"> • Ability to prioritise and organise workload to manage concurrent tasks and deliver to deadlines • A creative and pragmatic approach to problem solving; ability to think things through – not just follow a checklist • Self-motivated; acts on own initiative and takes pride in own work and overall organisational performance • High degree of professionalism and personal integrity; ability to exercise complete discretion at all times • Collaborative approach, with willingness to work with multi-functional teams • Flexible and adaptable, with willingness to proactively embrace change • Assertive and resilient, with ability to remain calm and measured under pressure • Thoroughness and attention to detail; maintaining quality records will be critical 	

Sidney Sussex College is an equal opportunities employer.