|  |  |
| --- | --- |
| Role | HR Manager |
| Standardised Job description code | GENHR-04 | Grade | 7 |
| Role Purpose |
| Lead and manage the HR function within the department, ensuring the delivery of a high-quality, legally compliant, and strategically aligned HR service. Provide expert advice to managers and staff, develop and implement departmental HR strategies and procedures, and contribute to departmental leadership and planning. The role reports to the Head of Administration and Finance and works closely with senior management and central HR to align departmental practice with University-wide initiatives. |
| Grade Descriptors |
| [high level core purpose commensurate with grade descriptor] =not to be edited |

|  |
| --- |
| * Oversees a small team department or specific function, providing leadership and direction to junior members of the team including guidance, advice, mentorship, and support or a professional working in a specialist area
 |
| * Plans and coordinates - planning budgets, performance, resources and projects
 |
| * Demonstrates extensive expertise and proficiency
 |
| * Conducts comprehensive analysis and research, interpreting complex data to inform strategic decision-making
 |
| * Prepares detailed reports and communicates insights effectively to stakeholders, offering insights and recommendations to enable decision-making to committees
 |
| * Cultivates strong relationships with stakeholders both internally and externally, fostering collaboration and synergy to achieve common objectives
 |

|  |
| --- |
| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]**  |
| Guidance on what can be changed can be found in the Toolkit for Managers & HRChanges to core responsibilities must be checked and verified at local HR level to ensure edits are appropriate and remain within grade descriptor boundaries described above |
| **Leadership & Advisory** |
| * Lead and manage the HR function within the department, ensuring the delivery of a high-quality, legally compliant, and strategically aligned HR service.
 |
| * Develop and deliver the departmental HR strategy and associated procedures, ensuring alignment with University policy (e.g. performance development reviews, induction, career development).
 |
| * Monitor legislative and University policy developments and make written recommendations to inform the strategic planning of the Senior Management Group, based on analysis of internal HR data.
 |
| * Prepare detailed reports and communicate insights effectively to stakeholders, offering recommendations to support decision-making at departmental and divisional levels.
 |
| * Support managers in managing change within the department, drafting new procedures and handling individual employee relations cases, ensuring compliance with University policy and liaising with central HR where necessary.
 |
| * Cultivate strong working relationships with senior managers, central HR, divisional working groups, and other key stakeholders to foster collaboration and share best practice.
 |
| * Represent the department at Divisional working groups or committees to build relationships and contribute to University-wide HR initiatives.
 |
| **Service Delivery & Operational Oversight** |
| * Manage and develop the HR team to provide a full, efficient, effective, and professional HR service to the department.
 |
| * Provide advice and guidance to managers and staff on all aspects of employment such as visa-related matters, recruitment, absence and stress management, performance management, maternity and paternity leave, and disciplinary and grievance procedures.
 |
| * Oversee recruitment and onboarding processes, ensuring job descriptions and advertisements comply with University guidance and best practice, and manage the delivery of induction sessions and HR briefings.
 |
| * Support departmental and University initiatives, projects and priorities (e.g. Athena Swan, immigration, audits and compliance checking), manage HR projects as they arise, and implement changes resulting from revised University HR policy.
 |
| Governance & Compliance  |
| * Monitor and ensure adherence to immigration laws, Home Office regulations, and University policy for administering immigration and right-to-work procedures.
 |
| * Ensure compliance with payroll procedures, monitor statutory pay requirements, and maintain oversight of monthly payroll changes, ensuring deadlines and funding allocations are met.
 |
| * Communicate key HR policy changes to the department and update staff on new regulations within the University, delivering briefings as required.
 |
| * Attend appropriate training on employment law, University HR policies and procedures, and their effective implementation at departmental level.
 |
| Selection CriteriaESSENTIAL [defined by SJD]  |
| * Educated to degree level or equivalent relevant experience
* Post graduate qualification in HR or related field (e.g. CIPD or other relevant professional body and/or specialist qualification)
* Proven experience of managing a human resources operation in a complex organisation
* Experience of building and managing an HR team to deliver an efficient HR service
* Sound knowledge and experience of the application of UK employment law and UKBA regulations with the ability to evaluate risk
* Experience of managing performance management cases and providing guidance to managers as required
* Experience of operating HR information systems and producing management information reports
* Ability to deal accurately and confidently with numbers in Excel and using other data analysis skills
* Strong communication skills including the ability to influence and persuade managers both verbally and in writing
* Ability to develop professional and effective working relationships with key stakeholders
 |

|  |
| --- |
| Desirable |
| * HR experience within the University of Oxford or other higher education institutions
* Experience of delivering briefing/training sessions
 |

|  |  |
| --- | --- |
| Date |  |
| Edits to core responsibilities checked & verified against grade descriptor by {Departmental HR contact}: |  |