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| Role | HR Manager | | |
| Standardised job description code | GENHR-05 | Grade | 8 |
| Role Purpose | | | |
| Manages the HR function within a [large] department, with responsibility for a comprehensive operational and advisory HR service ensuring compliance with legal requirements, University HR policies and procedures. Contributes to the overall strategy providing a clear vision and direction to the team demonstrated through planning, implementing, leading and monitoring operational work and influencing the strategic direction of projects. | | | |
| Grade Descriptors | | | |
| [high level core purpose commensurate with grade descriptor] =not to be edited | | | |

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| * Manages the operation of a facility/leads a team of staff. |
| * Assumes operational responsibility for the HR activities of a department, actively influencing and contributing to decisions that impact HR service standards and outcomes. |
| * Provides valuable insights and input into the development of HR strategies and projects aligned with organisational goals. Utilises comprehensive knowledge of human resource management to inform and shape long-term planning and decision-making processes. |
| * Regularly communicates highly specialised HR advice and insights, both orally and in writing, influencing a diverse range of stakeholders. Provides senior leadership with data on HR matters to support informed decision-making. |
| * Ensures the successful implementation of agreed-upon HR policies, procedures, and business plans. |
| * Actively participates in key committees, providing expert HR advice and guidance. Demonstrates leadership by influencing HR operational decisions and guiding the strategic direction of HR projects/initiatives. |
| * Plans and leads on significant HR initiatives and projects, allocating resources effectively, setting standards and monitoring procedures accordingly. |

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| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]** |
| Guidance on what can be changed can be found in the Toolkit for Managers & HR  Changes 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 |
| **HR STRATEGY & CHANGE** |
| * Develop and deliver an HR vision and strategy for {faculty/division/department} in partnership with senior managers, and in consultation with staff. |
| * HR lead for change management within the team and more widely in the department. |
| * Drive HR projects/initiatives and action plans forward, leading on cyclical processes and activities (for example Athena Swan, immigration audits and compliance checks, Awards for Excellence, Staff Development discussions etc) |
| * Participate and serve appropriate committees as required, using HR data analysis and findings to inform strategy. |
| **HR SERVICE DELIVERY** |
| * Manage the HR function to provide a full, professional, customer-focused service covering all aspects of human resources, compliant with legislation and University policies and procedures. |
| * Manage and develop a team of HR professionals including identifying team workload, coaching, giving direction and feedback on development and overall performance. |
| * Communicate HR policy and procedures to staff through briefings, including changes introduced by the University. |
| * Advise and influence managers on all aspects of employment such as recruitment & selection, absence and stress management, performance management, family leave and employee relations etc. Ensuring compliance with HR practices, policies and procedures. |
| * Manage a portfolio of individual Employee Relations case work in accordance with statutory regulations and University policy, ensuring University agreements with Unions are followed. Liaise with central HR where necessary to bring about effective resolution. |
| * Maintain overview of staff development needs and activity in team’s departments. Work with assigned staff development specialists to support department training and development activity. |
| * Train all line managers, employees within role remit, on new HR processes and policies. |
| * **EMPLOYEE RESOURCING & MANAGEMENT** |
| * Responsibility for recruitment and selection processes and procedures. [remove if not applicable to role] |
| * Guide managers to oversee workforce and succession planning for the department. [remove if not applicable to role] |
| * Ensure appropriate compliance measures are in place, in line with UK legislation and University guidelines, in respect of recruitment & selection, visa holders, pre-employment checks and overseeing the preparation/management of contracts of employment, and end of contract procedures. |
| * Foster positive and collaborative relationships across the HR community through the Divisions, and the University's central HR team to facilitate smooth HR operations. |
| * Manage all relevant HR stakeholder relationships, internally, more broadly within the University and externally. Participate in University and external committees as appropriate. |

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| Selection Criteria ESSENTIAL [defined by SJD] |
| * Educated to degree level or equivalent skills and experience * Post graduate qualification in HR or related field (e.g. CIPD or other relevant professional body and/or specialist qualification) * Experience of developing solutions and implementation of strategic change * Proven experience of managing HR operations across the employment lifecycle in a complex organisation, and high standards of HR service delivery. * Experience of building and managing an HR team to deliver an efficient HR service * Strong knowledge and experience of the application and interpretation of UK employment law, and UK Border Agency regulations with the ability to evaluate and mitigate against risk * Well-developed knowledge of the application of policy & procedures for employee relations and performance case management to mitigate risks and ensure compliance with University policy and UK legislation. * Strong interpersonal skills including the ability to motivate team members, negotiate, influence and network across the University and at all levels. * Sound knowledge of workforce planning and succession management (if appropriate to role). |
| **Desirable** |

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