

## **ADVERT**

# **People and Organisational Development HR Manager (1 Year Fixed Term Contract) Ref: ME2324075**

**Hours: 37 hours per week**

**Salary: Circa £55,000 per annum (Dependent on skills, experience and qualifications)**

**Primary Location: Northampton, Booth Lane Campus**

**Closing Date: Wednesday 22<sup>nd</sup> May 2024**

**Interview Date: TBC**

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## About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

## The Team

The HR Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The team has an exceptional work ethic, a commitment to improving organisational effectiveness, and recognises the importance of each individual within the team being able to contribute their professional knowledge, opinion and skills in developing an HR function which continually seeks better ways of doing things.

## The Role

Leading the HR Operations team will require integrity, vision, commercial acumen, technical excellence in the arena of employment and safeguarding statute, an ability to influence the culture, financial sustainability and performance of the organisation and to develop workforce strategies which promote organisational improvement and focus on the College's strategic aims of quality improvement, financial sustainability and a College for the community.

The post holder will require resilience, excellent communication and influencing skills, an excellent work ethic, an ability to deal with challenging situations, be able to form high trust relationships with the HR team, managers and staff across the organisation, and be able to demonstrate a commitment to delivering continuous improvement.

## The Successful Candidate

**The successful candidate's knowledge, skills, experience, abilities and qualities will include:**

- Track record of developing and implementing innovative HR strategies to enhance organisational performance.
- Experience in developing and refining HR policies.
- Level 7 CIPD accredited HR qualification.
- An in-depth knowledge of current employment legislation and contemporary HR practices

## Rewards and Benefits include

- 43 days annual leave, comprising 32 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel.
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.20%)
- Right to request flexible working from start date.
- Access to continued professional development.
- Free car parking and electric car charging facilities.
- Gym facilities.
- 24 hours per day, 365 days per year Employee Support Helpline.
- Enhanced maternity/shared parental and paternity schemes.
- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

**This post will require a Disclosure and Barring Service (DBS) check.**

# **Job Description & Person Specification**

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## Northampton College

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

## Values

- Strive to always be excellent.
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

## Working as part of the team

The HR Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

## Role Specification

- Assist the Vice Principal – People and Organisational Development in leading a dynamic People and Organisational Development function that aligns with the College's strategic goals of financial sustainability, quality improvement, and community engagement. This involves managing a team of: People Resourcing Partner, People and Organisational Development Partner, People and Organisational Development Advisor, People and Organisational Development Administrator and People Resourcing Administrator, effectively.
- Ensure successful resolutions are reached in response to all aspects of casework, providing hands-on support and guidance when required, ensuring all people-related challenges are addressed to minimise risks to the College.

- Take the lead responding to complex casework including negotiations with Trade Unions; ACAS; the preparation of tribunal cases; notifying appropriate external bodies including the Police, the Designated Officer and the Disclosure and Barring Service, whilst ensuring the College is legally company and adherence to statutory requirements such as Keeping Children Safe in Education is maintained.
- Ensure HR practices adhere to legal requirements, including compliance with Keeping Children Safe in Education guidelines and employment laws. Regularly audit and benchmark HR practices with GDPR principles alongside the HR Officer – Systems and Audit.
- Review and update HR policies during organisational changes or statutory updates.
- Lead the team in providing coaching and training for managers on people management and College policies, fostering a high-performing workforce with integrity and professionalism.
- Collaborate with the Vice Principal – People and Organisational Development and the Executive Management Team to understand College and sector challenges, informing proactive HR initiatives.
- Utilise workforce data to anticipate HR needs and engage stakeholders effectively.
- Negotiate with Trade Union Representatives on employment matters and contribute to collective consultation processes.
- Implement workforce strategies supporting business objectives, including those pertaining to resourcing, change management, staff engagement, and performance management.
- Provide consistent support and advice on employment matters aligned with College policies and business context, ensuring proportionate and ethical treatment of staff.
- Advocate for the HR function, promoting equity, inclusion and belonging and wellbeing initiatives.
- Collaborate with colleagues and Trade Union Representatives to deliver effective solutions in complex situations.
- Fulfil additional duties as required by the Vice Principal – People and Organisational Development.
- Carry out examination invigilation duties as required.


## **Generic Management**

You will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College Open Events.

You will have the ability to travel effectively, for example to other College campuses.



The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.



## Other Information

### Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.

### Safeguarding


The College is committed to safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.





Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

### **Professional Development and Employee Performance and Development Reviews**

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the annual Employee Performance and Performance review, with your line manager, being one element of this.

### **Health and Safety**

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

### **Data Protection**

The College's stakeholders should be confident that the College holds data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Level 7 CIPD accredited HR qualification</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Appropriate membership of the CIPD</li> </ul>	E	A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Leadership and Team Management: Proven ability to lead and manage a team of HR professionals, demonstrating tangible impact on organisational outcomes</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Experience of working effectively with Trade Union Representatives.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Innovative HR Solutions: Demonstrable track record of developing and implementing innovative HR strategies to enhance organisational performance.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Change Management Leadership: Proficiency in guiding organisations through successful workforce changes, including redesigns and reorganisations, with a focus on positive outcomes.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Policy Development: Experience in developing and refining HR policies and procedures to align with organisational goals, the wider organisational context and legal requirements.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Complex Case Management: Skill and compassion in handling intricate cases effectively, ensuring statutory compliance, engagement with external parties where appropriate (e.g. police and Designated Officer), and effective management of risk to the Corporation.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Experience in preparing a case for Employment Tribunal including responding to an ET1 and 'bundle' preparation.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Performance Improvement: Collaborative approach to working with managers in assessing workforce needs to enhance levels of employee engagement and promote a culture of continuous individual, team and organisational improvement.</li> </ul>	E	A
<b>Knowledge/Skills/Abilities</b>		

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
<ul style="list-style-type: none"> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational environment</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>A comprehensive understanding of, and commitment to principles of equity, inclusion and belonging, including from an employment law perspective.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>A comprehensive understanding of the principles of Data Protection.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>An in-depth knowledge of current employment legislation and contemporary HR practices and an understanding of the ACAS Arbitration and Employment Tribunal/Risk Management processes.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Leadership in Team Development: Ability to create a cohesive HR team embodying integrity, professionalism, and commitment, resulting in demonstrable organisational effectiveness.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Data Analysis: Proficiency in analysing and interpreting data to anticipate workforce implications within the strategic and cultural context, thereby mitigating risks.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Interpersonal Influence: Strong interpersonal skills and credibility to positively influence at all organisational levels, fostering effective communication and collaboration.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Professional Conduct: Diplomatic and confidential conduct, maintaining professional standards appropriate to a senior HR professional and demonstrating behaviours that align with the Nolan Principles of Public Life.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Persuasive Communication: Ability to communicate persuasively and confidently, both verbally and in writing, facilitating clear understanding and alignment across stakeholders.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Integrity and Accountability: Demonstrating high integrity, attention to detail, and honesty, coupled with a willingness to take responsibility for mistakes to foster continual improvement.</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>A comprehensive understanding of safeguarding as it pertains to employment matters in the Education Sector.</li> </ul>	D	A/S

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
<ul style="list-style-type: none"> <li>HR Expertise in Unionised Environments: Extensive experience in HR within complex unionised settings, demonstrating adaptability and adeptness in navigating union-related challenges.</li> </ul>	D	A/S
<b>Qualities</b>		
<ul style="list-style-type: none"> <li>Strong work ethic</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Collegiate</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Innovative</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Team, customer and organisation focussed</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Reliable</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Flexible 'can do' approach and willingness to work outside of normal office hours when required</li> </ul>	E	A/S
<ul style="list-style-type: none"> <li>Willingness and ability to travel between sites as part of the role</li> </ul>	E	A/S
<b>Level of Physical Ability and Activity</b>		
<ul style="list-style-type: none"> <li>Occasional lifting may be required</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Need to move around site will be required</li> </ul>	E	A

**E** = Essential   **D** = Desirable

**A** = Application Form   **S** = Selection Process