**Job Description**

**Post:** HR Manager

**Location:** Hartlepool

*[The post holder will also be expected to work from the Middlesbrough site]*

**Line Manager:** Vice Principal (People Services)

**Line Manager to:** HR Advisor

HR Officer

Receptionists

**Safeguarding Statement:**

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

**Job Purpose:**

As a School manager, support the Vice Principal (People Services) with the implementation of the Strategic Plan for Human Resources, the Equality Diversity and Inclusion Strategy, the School’s Mental Health Campaign and the Safeguarding and Prevent Training Plan.

To manage and coordinate the HR function, providing pro-active and effective strategic and operational support, seeking continuous improvement, providing advice on best practice and legislative compliance;

To advise on all aspects of HR management for the School’s staff, ensuring adherence to appropriate legislation and regulation, and to be responsible for the review and formulation of the School’s HR policies and procedures;

To identify where individual and organisational change is required across the School and to drive and implement new initiatives for improvement and development;

To manage and coordinate the Reception function at the Hartlepool site, ensuring an effective Reception service is offered to staff, students and external visitors; and

As a School manager, be responsible for contributing to the formulation, implementation and critical evaluation of strategic and operational planning.

### Duties and Responsibilities:

**General**

1. Provide effective management and supervision of the HR Team;
2. Implement relevant strategies and campaigns, policies and practices that support the achievement of the School’s business objectives while fulfilling its responsibilities to employees;
3. Advise on all issues arising in connection with employment legislation, to ensure that the School meets its legal and social obligations and minimises the possibility of legal actions;
4. Develop and maintain effective computerised and manual HR management information systems and processes to enable the effective and accurate production of management reports as required;
5. Assist the HR Officer/HR Advisor with aspects of absence management;
6. Advising on staff development, providing support with the coordination of the training and development of all staff. This will include identifying and addressing School-wide staff development needs and ensuring membership of appropriate professional bodies are maintained;
7. Be responsible for the budgets and invoicing of; staff development, DBS checks, Occupational Health, advertising costs, Long Service Awards, reward and recognition, professional memberships of staff, courses and conferences;
8. Assist the Vice Principal (People Services) in the preparation, compilation, distribution and presentation of reports required by the Corporation Board, School Principalship or other internal meetings, attending meetings as required; and
9. Ensure preparation of periodic statistical analysis, and appropriate reports and documentation as required, including statutory returns on staffing to funding bodies.

**To support School managers in implementing HR School-wide systems**

1. Develop and coach managers on HR management best practice;
2. Plan and implement the recruitment and retention of employees to meet business requirements;
3. Ensure that succession planning and talent management activities are in place to support the School;
4. To facilitate and attend formal disciplinary, capability or grievance meetings alongside the relevant managers, ensuring that all related interviews are conducted fairly, consistently and in accordance with School policy and current employment legislation;
5. To reinforce the culture and values of the School with all employees and supporting management in creating a strong team ethic; and
6. Providing a generalist HR service to management and employees by advising on and assisting in all employment matters including recruitment, induction, remuneration, performance management, discipline, disputes, grievance handling and staff development.

**To maintain and review HR policies, processes and procedures**

1. Researching, creating, reviewing and updating policies, processes and procedures to meet business goals and legislative requirements;
2. Creating a mechanism for ensuring up to date employment law knowledge amongst School managers;
3. Monitoring staff knowledge, use and effectiveness of policies and procedures, providing periodic updates and training; and
4. Advising and coaching managers on all employee and employment issues and supporting with performance, disciplinary and capability/conduct matters.

**To provide efficient, effective and compliant HR services and reporting**

1. Ensure (with the HR Team) that the School’s HR records are maintained accurately and are up to date and comply with relevant legislation;
2. HR tracking (with the HR Team) to ensure timeliness of employee performance reviews, all absence leave including holiday and sick leave, staff training and analysis/reporting of other relevant data;
3. Employee wage and benefit administration (with the HR Team) in accordance with policy, agreements, statutory and legal obligations and liaison with the Payroll and Pension Specialist; and
4. Provision of regular and bespoke management reports, monitoring and reporting on recruitment activity/vacancies, staff turnover, absenteeism, workforce planning, HR initiatives and project updates.

**To manage and drive safer recruitment, selection and induction**

1. Assessing safer recruitment needs and staffing levels in line with School requirements;
2. Reviewing staff turnover, providing effective recruitment services and assisting the Vice Principal (People Services) with managing restructuring and redundancy requirements as needed;
3. Control of recruitment advertising, monitoring outcomes and supporting senior managers with interviews, ensuring consistency and fairness in selection;
4. Oversee the HR Team’s activities regarding the preparation of all related documentation, offer letters, contracts of employment, reference requests, DBS checks, rejection letters et cetera;
5. Oversee the effective creation and maintenance of HR files, ensuring confidentiality at all times, through the HR Team; and
6. Actively involved in workforce planning to meet business requirements.

**Assist the Vice Principal (People Services) with the development and implementation of strategic plans**

1. Assist the Vice Principal (People Services) with School-wide staff development planning, coordination, delivery and evaluation and implementation of the Safeguarding and Prevent Training Plan;
2. Assist the Vice Principal (People Services) with School-wide implementation of an effective induction system ensuring the system is appropriate;
3. Assist the Vice Principal (People Services) with the management and implementation of the School’s Mental Health Campaign, including Chairing Wellbeing Meetings and organising the success of the Mental Health First Aiders;
4. Assist the Vice Principal (People Services) with the implementation of the Equality and Diversity and Inclusion Strategy and Action Plan; and
5. Develop and deliver employee opinion surveys, and action issues arising.

**To manage the Reception Team at the Hartlepool site**

1. Ensure the Reception area is tidy and welcoming, displaying the appropriate marketing and other information at all times;
2. Ensure that cover for sickness/holidays is available as and when required;
3. Ensure Receptionists receive and direct students, staff and visitors to the site, ensuring they are welcomed appropriately and are directed to the appropriate area or person;
4. Ensure Receptionists operate the switchboard and respond to initial enquiries (telephone, written or face to face);
5. Ensure Receptionists receive post and deliveries;
6. Ensure Receptionists process outgoing post;
7. Ensure Receptionists provide the ‘Art Box’ service in conjunction with other Reception related administration duties;
8. Ensure Receptionists maintain appropriate stock levels of materials for resale to students, identifying the need for new stock and selling materials to students/visitors. This will involve undertaking cash transactions & maintaining appropriate records;
9. Ensure Receptionists undertake other general financial transactions including cash and card; and
10. Ensure Receptionists undertake banking and money counting under the guidance of the Finance Unit.

**Other**

1. To counsel employees on matters within the remit of the HR function e.g. career development, occupational health, pensions et cetera;
2. Liaison with Trade Union representatives both formally and on an ad hoc basis on all HR matters in conjunction with the Principal and Vice Principals;
3. To maintain confidentiality of information within the HR function, including ensuring all procedures comply with data protection legislation; and
4. To be committed to personal professional development and to maintain an up-to-date knowledge of developments in employment law, best practice in HRM and relevant FE/HE issues.

**General Accountabilities**

1. Ensure other members of the team have information to cover effectively for you in your absence;
2. To engage in professional development and networking (AoC and Guild HE) to ensure that professional, and strategic contributions are up-to-date;
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area;
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required;
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs;
6. Ensure the safeguarding of learners at all times and report any potential issues without delay;
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda; and
8. Any other duties commensurate with the nature and level of the post, as directed by the Vice Principal (People Services).

This list is not exhaustive and is only an indication of responsibilities.

## **Person Specification**

## **HR Manager**

| **Specification, whether essential or desirable and where the specification will be tested** | ESSENTIAL | DESIRABLE | Application form/CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| **Qualifications** |
| Five GCSEs grades C or above (or equivalent) including English and Maths  | Y |  | Y | Y |  |
| Degree (or equivalent) in Human Resources or related subject, or appropriate exempting experience of HR work | Y |  | Y | Y |  |
| Member or Fellow of CIPD qualification | Y |  | Y | Y |  |
| Mental Health First Aider  |  | Y | Y | Y |  |
| **Experience/Knowledge** |
| Experience of working with children or vulnerable adults  | Y |  | Y | Y | Y |
| Knowledge of employment law and good practice principles | Y |  | Y | Y | Y |
| Fully conversant with Microsoft Word and Excel programmes | Y |  | Y | Y | Y |
| Previous experience in a HR role, using spreadsheets and/or databases  | Y |  | Y | Y | Y |
| Experience of using an extensive database for the input of information and extraction of data | Y |  | Y | Y | Y |
| Experience of using a database for the storage of personnel/human resources data |  | Y | Y | Y | Y |
| Experience of working with confidential and sensitive data | Y |  | Y | Y | Y |
| Experience of working with people in a sensitive way in potentially difficult or emotional circumstances | Y |  | Y | Y | Y |
| Experience of working in an educational HR role, or other public sector organisation – to provide basic knowledge of public sector terms and conditions and working practices |  | Y | Y | Y | Y |
| **Preferred Skills / Abilities** |
| Personal credibility – demonstrates confidence in self and has sufficient experience to be comfortable in discussions with senior staff and governors | Y |  | Y | Y | Y |
| Strong interpersonal skills - influencing, persuasive with negotiating ability. Inspires confidence in staff so that they can raise sensitive issues and receive an appropriate response | Y |  | Y | Y | Y |
| Confident disposition. Pleasant and approachable manner | Y |  |  | Y | Y |
| Excellent, planning, organisation and communication skills – able to share a vision, be compelling and engaging | Y |  | Y | Y | Y |
| Proactive and visible at all times and demonstrates a sense of commitment and enthusiasm | Y |  |  | Y | Y |
| Access to transport for work purposes | Y |  | Y | Y | Y |
| Ability to maintain confidentiality of information | Y |  | Y | Y | Y |
| Excellent prioritisation and organisational skills – able to work to deadlines. Ability to work unsupervised and on own initiative | Y |  |  | Y | Y |
| Proven numeracy skills  | Y |  |  | Y | Y |
| Ability to communicate effectively at all levels with School staff and external bodies | Y |  | Y | Y | Y |
| Effective written communication skills – able to write clear letters and documents | Y |  | Y | Y | Y |
| Able to work with accuracy and speed  | Y |  | Y | Y | Y |
| Committed to regular updating of knowledge & skills | Y |  |  | Y | Y |
| Ability to deliver hours flexibly according to need |  | Y |  | Y | Y |