

## **Westminster College, Cambridge Job Description**

**Position: Human Resources Manager**  
**Part Time (0.5 FTE)**  
**Linked with University grade 7 (£39,737 to £49,794 FTE)**

The Human Resources (HR) Manager is a pivotal role to the ongoing operations of Westminster Campus. Reporting to the Bursar, the HR Manager will manage, develop and administer employment policies and procedures; will support recruitment, performance management, training and development; and will keep the college and its campus partners updated with employment law changes, ensuring compliance at all time.

With the College's commitment to the United Reformed Church and the interfaith focus of Westminster Campus partners, the HR Manager will respect the Christian ethos of the College and the interfaith ethos of the campus partners its guests and stakeholders.

### **Primary responsibilities**

- Work with the Bursar and other campus heads to ensure the appropriate HR strategies and initiatives are in place to achieve the relevant strategic and operating plans.
- Advise on employment law changes and champion the application of best practice across employment-related policies, procedures, and practices for the College and its campus partners.
- Advise managers on employment issues, including disciplinary and grievance procedures, discrimination, redundancies and dismissals, consulting with various advisors and central bodies when necessary.
- Manage the recruitment and leaver processes, ensuring compliance with current legislation and best practice.
- Support management though monitoring and managing both probationary requirements and performance reviews, ensuring an effective process in place and that managers undertake appropriate reviews, giving guidance and instruction where necessary.
- Review and manage HR files, systems and documents in accordance with the College's and Campus Partners' Records and Retention Schedule.
- Support managers and campus heads in developing, coordinating, delivering and evaluating relevant campus-wide training of employees.
- Collaborate with the HR division of URC Church House and other central services for campus partners to ensure practices are aligned and conforming to established practices, indicators, and reporting requirements.
- Provide regular, insightful and engaging updates on HR matters to managers, College/Campus Executive, the Management Committee and Governors as required.
- Carry out other duties as relevant to the position and college operations as may be reasonably required.

### Senior Management Responsibilities

- Serve as a knowledgeable custodian of college policies and procedures, fostering a culture of compliance and ethical conduct.
- Act in the best interests of the college and its community, abiding by established guidelines and standing orders of the imposed by the Governors, Management Committee, Principal or Bursar while demonstrating a commitment to collegiality and cooperation.
- Extend support and assistance to the Principal, Bursar, campus heads and other stakeholders, undertaking delegated tasks and responsibilities in a manner that enhances overall institutional effectiveness.

### Expected Standards

- **Communication:** Cultivate an culture of open and effective communication to enable constructive relationships with colleagues and internal and external contacts.
- **Equality & Diversity:** Actively foster an environment which nurtures equality and cherishes diversity.
- **Health Safety & Security:** Promote, monitor and maintain best practice in health, safety and security.
- **Customer Service:** Work collaboratively to develop a customer service culture which fosters continuous improvement.
- **Personal and People Development:** Take responsibility for own personal development and support the development of others to enhance their skills and knowledge.

## Personal Specification

ESSENTIAL	DESIRABLE	MEASUREMENT
<b>1. Education, Training and Experience</b>		
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>Chartered Membership of CIPD (Level 7 or working towards) or equivalent</li> <li>Significant experience of working in HR</li> <li>Experience of contributing to organisational strategy and priorities</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an educational establishment and/or University or College environment.</li> </ul>	Application/ CV / Interview
<b>2. Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> <li>Strong communication and influencing skills</li> <li>Excellent written and numerical skills</li> <li>A strategic thinker with a creative and pragmatic approach to problem solving</li> <li>Sound knowledge of current employment law, best practice and current thinking in HR management</li> <li>Proven track record of improving staff appraisal, performance management, reward and recognition schemes</li> <li>Good working knowledge of word processing, spreadsheet, database, and e-mail systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of designing and delivering training and staff development programmes</li> <li>Experience of managing change sensitively</li> <li>HAY or other job evaluation experience</li> </ul>	Application/ CV / Interview / References
<b>3. Personal Qualities and Aptitudes</b>		
<ul style="list-style-type: none"> <li>Ability to prioritise workload and work to deadlines</li> <li>High degree of professionalism and personal integrity</li> <li>Exercise complete discretion and confidentiality at all times</li> <li>Approachable and able to show empathy when necessary</li> <li>Demonstrate a strong customer focussed approach to all</li> <li>Willing to act on own initiative and on behalf of the Senior Management team</li> <li>Sound planning, research and organisational skills</li> <li>Willingness to proactively embrace change</li> <li>Assertive and resilient</li> <li>Willingness to adopt a flexible and collaborative approach to tasks</li> </ul>		Interview / References

January 2024