



Deputy Director of Personnel

JOB DESCRIPTION & PERSON SPECIFICATION

Job Purpose: To support the Director of Personnel ensuring the provision of Personnel, Payroll and related services to the both the 6th form site and the Adult Higher Education Division.

Reports to: The Director of Personnel

Line managing: Payroll Specialist (who supervises Personnel Assistant (Payroll))

Primary Responsibilities:

1. Work with the Director of Personnel to promote good practice and statutory compliance in relation to payroll, personnel and recruitment activities carried out by the team.
2. Work with and support the Recruitment and Induction Coordinator and other team members
3. Support the development and implementation of Personnel strategies and initiatives aligned with the overall College ethos and vision.
4. Support management in the informal and formal resolution of staff grievance, disciplinary, reviews and capability issues.
5. Oversee and support the inputting of contractual changes onto the Personnel database, ensuring necessary paperwork and authorities are saved appropriately and that Payroll has the necessary information to complete the authorised change on the payroll software
6. Work with Payroll Specialist to ensure in-house payroll is completed each month and statutory and finance reports and returns are completed in a timely manner
7. Line manage the Payroll Specialist and the Personnel Assistant, ensuring regular 1-1s and reviews are carried out
8. Provide administration to agreed service standards for staffing matters (including volunteers and agency staff) throughout the staff journey.
9. Work with Director of Personnel to consider, plan, develop and administer whole College staff well-being activities and policy
10. Advise staff on the interpretation and implementation of College policies and practice.
11. Support Director with drafting correspondence on staffing matters for members of SMT.
12. Act as back-up decision maker in respect of Disclosure and Barring Service disclosures.
13. Participate in the staff selection process as required, including appointments to senior posts.
14. Contribute to the College Equality Analysis and formulation of its Equality Objectives and to lead on EDI matters for staff.

15. Write and update staff policies as appropriate.
16. Provide support on employment, health and welfare matters to individuals and groups of staff as required.
17. Promote staff wellbeing across the College, through the development and implementation of welfare strategies.
18. Support the SMT in consultation and negotiation with the College's recognised trade unions.
19. Ensure the production of timely and accurate information e.g. monitoring and reporting of staff absence, preparation of reports and statistics as required internally and externally, including responding to auditors, inspectors, survey requests etc.
20. Ensure the effective use and development of the HR electronic systems and the security of data.
21. Contribute to the College Risk Management Strategy, to audit and inspection.
22. Be responsible for statutory staff training, including safeguarding training.
23. Promote the interests of support staff across the College and ensure the effective deployment of support staff across the College, contracting relevant external resource as required.
24. Attend meetings of the Board and SMT as required to provide cover for Director.
25. Attend conferences and represent the College at meetings as appropriate. Attend seminars and training events to maintain professional competence.
26. Contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
27. Prioritise the safeguarding of all students and participate in training on safeguarding matters.
28. Undertake any other duties reasonably required by the Principal.

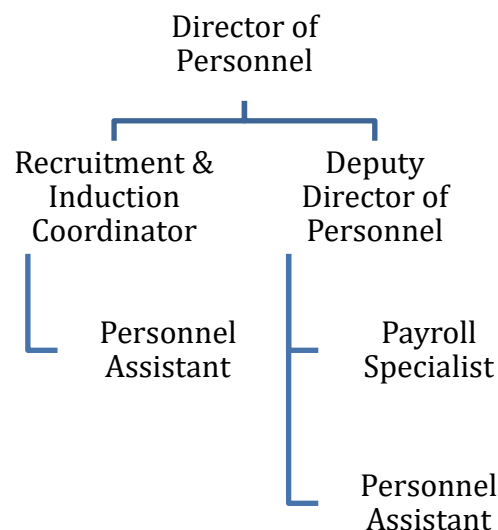
About the team:

We are a small Personnel and Payroll team, comprising 6 staff (including this post).

We work very closely together in an open plan office and provide cover for each other where needed. It is an extremely busy environment, with recruitment reaching over 100 vacancies a year and a monthly payroll of close to 800 staff.

Personnel records and our in-house payroll are on CIPHR.

July 2024



Post: Deputy Director of Personnel

Category	Essential	Desirable	Ascertained by
Qualifications	CIPD qualified or relevant experience	CIPP qualified	Application form
Experience	Experience of HR in a medium to large organisation Wide ranging (generalist) HR experience Excellent communication skills with a commitment to detail and accuracy Skilled in writing sensitive correspondence and reports Competent in IT and experience with computerised personnel systems Able to translate law into best practice employment policy, procedure and advice Change management and dealing with challenging situations	Worked in education or public sector Line management experience Worked in a unionised environment Experience of overseeing or running payroll	Application form/interview/references/activity
Additional Skills and Abilities	Good knowledge of current employment law Ability to work well under pressure and to meet deadlines, being considered yet decisive Resilience when dealing with emotionally demanding situations Approachable but also firm when necessary Work flexibly to meet the requirements of the role, including out of normal working hours if necessary Able to work at a fast pace in a high-volume environment, prioritising appropriately	Knowledge of education (ideally sixth form college) staff terms and conditions	Application form/interview/references/activity
Other	Committed to the protection and safeguarding of children and vulnerable adults Committed to the principles of equality, diversity and inclusion		Application form/interview/references