

Job Title: Personnel Director

Job Purpose: To inform the College staffing strategy and ensure the provision of Personnel, Payroll and related services. To have responsibility for the Resources/Reception team and promote the interests of support staff across the College

Reports to: The Principal

Staff Reporting to: Personnel & Payroll Adviser, Personnel Officer, Personnel Assistant, Resources Manager

Primary Responsibilities:

1. Work with the Senior Management Team (SMT) to determine and implement the College staffing strategy.
2. Advise the SMT and Board in the preparation and implementation of personnel policies and procedures that accord with employment law, other statutory requirements, sector frameworks and good practice.
3. Support management in the informal and formal resolution of staff grievance, disciplinary, reviews and capability issues.
4. Lead the Personnel/Payroll team in the delivery of the Personnel and Payroll service. Provide support to the Business Manager (AHED) on the same.
5. Provide administration to agreed service standards for staffing matters (including volunteers and agency staff) throughout the staff journey.
6. Advise curriculum and support managers on the interpretation and implementation of College policies and practice.
7. Draft correspondence on staffing matters for members of SMT.
8. Work with the Vice Principal in the planning of staffing levels and allocation of staff, and with managers more widely in the determination of vacancies to be filled, ensuring they are advertised appropriately.
9. Act as primary decision maker in respect of Disclosure and Barring Service disclosures.
10. Participate in the staff selection process as required, including appointments to senior posts.
11. Contribute to the College Equality Analysis and formulation of its Equality Objectives and to lead on EDI matters for staff.
12. Write and update staff policies as appropriate.
13. Provide support on employment, health and welfare matters to individuals and groups of staff as required.
14. Promote staff wellbeing across the College, through the development and implementation of welfare strategies.

15. Support the SMT in consultation and negotiation with the College's recognised trade unions.
16. 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.
17. Ensure the effective use and development of the HR electronic systems and the security of data.
18. Contribute to the College Risk Management Strategy, to audit and inspection.
19. Be responsible for the Single Central Record and records of statutory staff training, including safeguarding training.
20. 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.
21. Line manage Resources Manager to ensure an effective Resources and Reception service.
22. Manage the Administration budget.
23. Attend meetings of the Board and SMT as required. Chair the Support Managers' Group. Be a member of the Governors' Personnel Committee, the Joint Negotiating and Consultative Committee (JNCC) and Staff Development Committee.
24. Attend conferences and represent the College at meetings as appropriate. Attend seminars and training events to maintain professional competence.
25. 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.
26. Prioritise the safeguarding of all students and participate in training on safeguarding matters.
27. Undertake any other duties reasonably required by the Principal.

June 2022

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Category	Essential	Desirable	Ascertained by
Qualifications	Educated to A level or equivalent CIPD qualified Evidence of recent professional updating	Educated to degree level or equivalent Chartered (MCIPD) membership	Application form
Experience	Experience of HR staff management 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 Managed a small department Worked in a unionised environment	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	<p>Committed to the protection and safeguarding of children and vulnerable adults</p> <p>Committed to the principles of equality, diversity and inclusion</p>		<p>Application form/interview/references</p>

Terms and Conditions

A full time, full year post on support staff terms and conditions. Salary £51,000 per annum. Annual leave of up to 33 days per annum plus bank holidays, depending on continuous service. Membership of the Local Government Pension Scheme.