



**TRINITY COLLEGE**  
UNIVERSITY of OXFORD

**Job Description**  
**Human Resources (HR) Manager**

**Salary: £50,000**

Trinity College is seeking to appoint an experienced Human Resource leader to the newly created role of HR Manager. This is an exciting opportunity to review, rejuvenate and develop the HR functionality at the core of the College, supporting both academic and non-academic staff.

Reporting to the Domestic Bursar, the successful applicant will have well-honed skills and experience in Human Resource management and compliance with employment legislation.

This is an exciting opportunity to establish the newly created HR position across the college. It's also a stand-alone HR role and so the post holder will be expected to manage policy, compliance and long term activity along with the administrative elements of the HR function.

**Key Responsibilities**

HR strategy, policy and compliance:

- Advise Governing Body, the President, College Officers and Heads of Department on strategic and operational issues and complex employment matters.
- Play a key role in supporting a culture that fosters professional excellence, mutual respect, fairness and equality at all levels.
- Provide support in transforming and strengthening the organisational culture of the College through the development of an effective programme of training.
- Develop, implement and ensure all College policies and procedures are compliant with employment legislation and best practice
- Working with the Domestic Bursar on staff training and staff wellbeing initiatives.
- Support managers in managing change within their department, drafting new procedures and handling individual employee relations cases, ensuring compliance with legislation
- Ensure all HR policies, procedures and Staff Handbook are fit for purpose, legally compliant and reflect current best practice
- In collaboration with the Domestic Bursar and Equalities Fellow, champion a culture of diversity, equity and inclusion (DEI) throughout the organisation.

HR administration:

- Ensure the delivery of first-class HR service to managers and colleagues, including supporting managers with recruitment, onboarding, employee relations, performance management and employee engagement.
- Manage the College's HR data management system, BrightHR along with the College's EAP service.
- Oversee HR record-keeping and document retention in line with GDPR legislation.
- Develop a professional onboarding process and ensure the completion of associated tasks including right to work checks, the starter checklist, relevant training and issuing of security cards and IT access.
- Produce the annual equality monitoring and gender pay gap reports.

#### Training:

Deliver training sessions to staff across a range of topics and where necessary employ external trainers to deliver additional adhoc training.

#### Other Duties:

- To undertake any other duties, consistent with the purpose of the post, as may from time to time be assigned by the Domestic Bursar.
- Represent Trinity in the Oxford HR community and play a key role in relevant college meetings

#### Person Specification

- CIPD qualification (minimum Level 5) or other appropriate professional qualification
- Significant relevant experience, preferably in Higher Education, an Oxbridge College or a similar complex environment
- Demonstrable ability to work at a strategic level and to successfully introduce HR policies and practices across an organisation.
- The ability to create and shape a newly formed HR function, while maximising the policy and procedures already in place. This will require diplomacy and tact and crucially a practical, flexible “hands on” approach, with a willingness to manage associated administrative functions.
- In depth knowledge of UK employment law and regulations
- Experience of successful use of HR databases.
- Empathy, diplomacy, excellent judgment, and creative problem solving skills
- Strong interpersonal skills, with the ability to communicate effectively with a wide range of people.
- Thorough and methodical attention to detail
- Commitment to continual personal development
- Proficient IT skills

June 2026