



# TRINITY COLLEGE

UNIVERSITY of OXFORD

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

### **Role description**

Reporting to the Domestic Bursar, the HR Manager will take responsibility for providing the College with a full HR service, including recruitment, training, administration and the development and implementation of HR policies and procedures.

### **Key Responsibilities**

#### HR Administration

- Taking responsibility for the delivery of all HR functions, including management support, employee advice, compliance with relevant employee legislation, and appropriate interpretation of College HR policies.
- Manage recruitment administration from placing advertisements and right to work checks through to onboarding new staff, and managing a professional induction process.
- Manage the administration of leavers, including exit interviews.
- Working closely with the Bursary team to ensure they have all relevant information for payroll etc in a timely manner.
- Continued development of the HR system, ensuring that records are carefully managed and maintained, working to the requirements of GDPR.
- Compile HR data where necessary (e.g. in response to Freedom of Information requests).
- Create and deliver in-house training and development as required.

#### HR management and policy

- Develop and review policy as required, working closely with the Domestic Bursar and College Accountant to ensure that policy is successfully implemented across the College.
- Providing advice and support to individual managers on all HR related matters, such as absence, performance management, grievances, harassment, disciplinary proceedings and dismissal.
- Support line managers as they continuously develop their management skills.
- Keep abreast of changes in employment legislation and practice relevant to the College.
- Ensure the College's contracts of employment and policies are up to date and standardised across departments.
- In consultation with the Domestic Bursar, coordinate the response to staff grievances and disciplinary matters, taking advice from the College's external HR advisors where necessary.
- Manage the process of consultation with employees on changes to terms and conditions.

- Participate in a cross University network of HR colleagues to ensure Trinity benefits from best practice and continued development.

### **Person Specification – HR Manager**

- At least 3 years post qualification experience in HR management.
- You will be educated to degree level and will hold CIPD level 7 qualification or relevant professional qualification of the same level.
- An in-depth understanding of employment law and best practice.
- The ability to interpret legislation and other procedures, with strong experience of developing and implementing HR policy and procedure.
- A high level of organisation and administrative skills, including strong IT and MS office skills.
- Excellent project management, planning and execution skills.
- Strong interpersonal skills, with the ability to communicate effectively with a wide range of people.
- The skills and experience to work independently.

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