HUMAN RESOURCES MANAGER
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is a constituent College of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. The student body numbers around 500 resident members of whom 320 are undergraduates and 180 are postgraduates. There are 38 Governing Body Fellows and also 14 Research Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College, including Porters, Domestic staff, Maintenance, Conference and catering, College Office and Tutorial staff.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk.

Purpose of the Job

The College seeks to appoint a qualified HR Manager to develop and manage the College’s employment policies and procedures, and assist with the administration in respect of new members of the Fellowship. The HR Manager will work with the Senior and Assistant Bursars to develop current policy, but will have the confidence and experience to manage the HR function within the College and the ability to work collaboratively with other managers and Fellows.
Reports to: the Assistant Bursar

Main Duties and Responsibilities:

1. Prepare and process Offer letters, Contracts of Employment and Termination letters for all employees, ensuring that they comply with current legislation, policies and procedures.
2. Assist with the administration of the appointment of new Fellows.
3. Provide appropriate information, support and guidance to Heads of Departments and College Officers throughout the recruitment process to include: advertising, interviewing, appointment, and induction.
4. Ensure that eligibility for employment and reference checks are undertaken for all new staff, including casual workers.
5. Supervise the College Secretary in his/her role as HR Administrator.
6. Manage the College’s registration and the administration of the points-based immigration system.
7. Advise the Assistant Bursar on employment law issues, including disciplinary and grievance procedures, discrimination, redundancies and dismissals, consulting with the College’s advisors when necessary.
8. Assist Heads of Departments and College Officers in their understanding and implementation of pay and conditions of service, Staff Bonus Scheme, the appraisal system, College employment policies and procedures, and employment legislation.
9. Co-ordinate the provision of training and support for staff within budget in conjunction with Heads of Depts. and College Officers.
10. Communicate information about and raise awareness of existing staff benefits, including notification of eligibility for the College’s Pension Schemes.
11. Research, recommend, develop and implement employment and employment-related policies, procedures, and practices for the College.
12. Review and develop the personnel records kept by the College and consider the implementation of a computerised database in conjunction with the payroll system.
13. Calculate the annual staff bonus and develop the College’s policy in this area in conjunction with the Bursars.
14. Develop and implement an absence management policy for the College.
15. Manage the updating of the College Staff Handbook to ensure that it accurately describes current legislation, policies, and procedures.
16. Provide advice and appropriate support to members of staff at their request.
17. Undertake any other related duties which arise from the nature and character of the post.
Person Specification
The following criteria are appropriate to this post:

Knowledge and experience:
1. Good educational background, preferably to degree level.
2. MCIPD qualification or willingness to undertake training towards qualification.
3. Sound knowledge of current employment law and practice.
4. Previous management experience.
5. Good working knowledge of word processing, spreadsheet, database, and e-mail systems.

Personal skills and abilities:
1. Highly developed interpersonal skills at all levels.
2. Ability to demonstrate patience, stamina, tact, and diplomacy.
3. Ability to exercise complete discretion at all times.
4. Sound planning, research, organisational, and communication skills.
5. High level of literacy and good numeracy.
6. Willing to act on own initiative and issue instructions on behalf of the Bursars.
7. Ability to promote a spirit of collaboration across all departments of the College.
Salary and Conditions

- The post is part time (21.75 hours per week, although there is some flexibility on hours and days worked) and is offered at a salary of £37,000 - £40,000 FTE (£22,200-£24,000 pro rata), dependent on qualifications and experience.

- 25 days annual leave (excluding Bank Holidays) pro rata if not worked over 5 days.

- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities and College punts during the summer.

- There will be a six month probationary period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

[HF, July 2018]

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