



**MAGDALEN COLLEGE, OXFORD**

**INTERIM HUMAN RESOURCES MANAGER  
(Maternity Cover 12 month FTC Starting January 2022)  
Part Time 2/3 days per week (15-22.5 hours per week), College Based**

### **Secondment Opportunity**

**This is being advertising internally within the Collegiate-University as a possible Secondment Opportunity for an HR professional wishing to gain experience at a more senior level or experience within a Large College.**

**Reference Number: HR21002**

### **Further Particulars**

The Human Resources function is responsible for providing advice and support to all staff, line managers and Fellows of the College, The Oxford Science Park Ltd and the Conservation Consortium on all HR related queries.

The College is committed to the effective management of its staff and increasing complexity of the regulatory environment. The appointee will play a major role in the implementation of human resources policy and practice in the College, covering all College employees including Fellows and academic staff.

Applicants must hold an appropriate professional qualification (CIPD or equivalent) and have proven experience in a mid-senior HR role. Familiarity with human resources issues in higher education is desirable. The post requires excellent communication, negotiation and facilitation skills, energy, tact, initiative and enthusiasm.

The Human Resources Manager will report to the Bursar and will have direct management of, the Academic HR and Immigration Assistant and Payroll Manager. The Human Resources Manager will work alongside the Acting HR Adviser. The duties of the post Human Resources Manager have been split between the Acting HR Adviser and this post. The principal duties of the post will be:

#### **1. General**

- Advise, assist and support College Officers and Heads of Departments to ensure that HR policies are applied in a fair and consistent manner.
- Work closely with line managers and provide high quality advice on such matters as discipline and grievance.

- Act as Secretary for the Human Resources Committee and attend other College committees when required.
- Act as contact with the College's legal advisers regarding employment matters and maintain compliance systems.

## **2. Recruitment**

- Attend staff interviews to ensure consistency and equality.
- Recruitment of academic staff – work closely with the HR Assistants giving advice on all Further Particulars/adverts to ensure that Home Office regulations on advertising are adhered to.
- Approve all employment contracts and casual agreements for academic and non-academic staff.

## **3. Pay and Benefits**

- Review, advise and agree salaries on appointment and salary increases recommended by the Senior Tutor or Heads of Departments, and submit to College Accountant for financial authorisation.
- Submit recommendations to Human Resources Committee where salary increases have wider implications for the College than merely for the individuals concerned.
- Participate in the Home Bursars Salary Survey and in the Estates Bursars Survey annually.
- Review Voluntary Living Wage and Oxford Living Wage increases annually and make recommendations to HR and Bursarial Committee.

## **4. Right to Work**

- Act as key contact at the College with responsibility for Immigration Compliance and Right to Work Compliance (for all staff and workers), including management of Certificate of Sponsorship applications where obtaining a work permit/visa is necessary.

## **5. Employee Relations**

- Manage all aspects of employee relations policy including management of disciplinary and grievance procedures throughout the College for both Academic and non-academic staff.
- Act as facilitator for disciplinary proceedings and employee grievances when required. Where necessary conduct investigations. Take appropriate action ensuring that appropriate procedures are followed.
- Be available for discussions on Human Resources matters with line managers, Fellows and any other staff.
- Settlement negotiations and managing staff exits when relationships have become unworkable.

- Represent the College at Early Conciliation and Employment Tribunals.

## **6. Change Management**

- Advise Heads of Department on the processes for implementing change within individual departments and the College as a whole.
- Manage any consultation procedures/processes necessary to facilitate change/restructure.

Manage any discussions that may lead to possible settlement conversations and act as negotiator for such conversations.

## **7. Payroll and Budgeting**

- Line Management of Payroll Manager
- Work closely with College Accountant on setting and reviewing annual budget setting process in relation of staffing across the College and sense checking of the Budget.

## **Person Specification**

### ***Essential***

- Hold an appropriate professional qualification (CIPD or equivalent).
- Detailed working knowledge of current UK employment legislation.
- An awareness of current issues in HR.
- Proven experience in Employee Relations.
- Excellent organisational skills evidenced by previous experience.
- Effective communicator with experience of communicating with people at all levels within an organisation.
- Competent in the use of all Microsoft packages.
- Ability to produce documents in a range of formats including Word, spreadsheets, presentations.
- Thorough understanding of confidentiality issues and the Data Protection Act.
- Ability to work under pressure and to deadlines.
- Ability to prioritise workload and re-prioritise on a daily basis.
- Ability to work unsupervised and on own initiative.
- Flexible, adaptable and reliable.
- Ability to listen and empathise.
- Ability to demonstrate a professional manner and establish rapport with colleagues.
- Have a passion for HR.

### ***Desirable***

- Experience of working in Higher Education.

The College particularly welcomes applications from Black, Asian, and Minority Ethnic Candidates.

## Salary

The Salary is on Grade 8 £42,149-£54,943 FTE per annum pro-rata of the University Pay Scale depending on experience.

## Hours of Work

The hours of work will be either 15 hours per week across 2 days or 22.5 hours per week across 3 days (36.5 hours per week FTE).

## Location of Work

This role is based at Magdalen College, Oxford, OX1 4AU. Remote working will not be considered.

## Holiday

The holiday entitlement is 38 days pro-rata per annum including bank holidays. Some bank holidays are regarded as normal working days and may need to be taken at a later date. Some set days' holiday must be taken when the College is closed.

## Other Benefits

- Membership of contributory pension scheme
- Free lunch will be provided (when Magdalen College kitchens are open)
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Car parking may be available

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

## Applications

Please complete the College application form and send it, together with the recruitment monitoring form, to either [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) or Human Resources, Magdalen College, Oxford, OX1 4AU. If you do not wish the College to contact your referees at this stage, please make this clear in your application. The closing date for receipt of applications is **Monday 25 October 2021**. Should you have any questions about the application procedure or wish to discuss the role please call 01865 276033. **Late or incomplete applications will not be accepted.**

**Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.