



MAGDALEN COLLEGE, OXFORD

Head of Human Resources

Title:	Head of Human Resources
Department:	Human Resources
Reporting to:	Bursar
Job Grade:	£75,000.00 – £90,000.00 plus Oxford University Weighting of £1,500 per annum
Location	Magdalen College, Oxford. Some remote working may be possible.
Hours of Work	Full time, 37.5 hours per week
Closing Date:	Open until filled

Magdalen College is seeking to appoint an experienced senior Human Resources leader to the newly created role of Head of Human Resources.

Background

Magdalen College founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford and one of the most beautiful, with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The College has approximately 640 student members, both graduate and undergraduate. There are 70 Fellows who form the Governing Body, and approximately 160 non-academic College staff.

Job Summary

Leading a team of 4 HR professionals, you will work with the HR Committee to proactively shape the people agenda and lead functional delivery of HR services. You will be required to operate as the senior HR professional, providing in-house expertise at multiple levels, including the Fellowship, College operational managers, and senior management of the Oxford Science Park Ltd and Oxford Conservation Consortium.

You will lead and contribute to various initiatives to promote an open, collaborative and innovative work environment. You will promote working practices that lead to the College being an employer of choice.

As the Head of HR, you will lead a professional human resources team, focussed on embedding an effective operating model that meets the needs of the College and that demonstrates effective processes and solution-focussed approaches. You will have the opportunity to develop and implement a HR strategy.

Key Responsibilities

To work at both a strategic and operational level to drive forward the development and implementation of the HR Strategy as part of a wider people portfolio, to develop and lead the HR team to work in partnership with key stakeholders to meet the needs of the College.

Advise the College's leadership and ensure fit-for-purpose delivery of all aspects of HR including recruitment, retention, reward and employee relations.

Deliver an efficient, solution-focused HR service, both academic and non-academic, across the College, Oxford Conservation Consortium, and the Oxford Science Park Ltd.

Provide expert advice and manage complex HR related matters, including senior or complex employee relation issues.

Lead strategic HR projects to drive best in class HR practices.

Engage and build trust with the Human Resources Committee, acting as secretary to the committee, to support appropriate decision making on all HR matters.

Ensure the College keeps abreast of changing employment legislation, assessing the impact on the College and adapting policies to maintain legal compliance.

Embed a culture of continuous improvement and learning in the HR department, ensuring that HR are seen as true partners across the College.

Support the successful delivery of organisational change through effective engagement and communication strategies.

Lead on the design of staff training and development initiatives.

Essential Criteria

Experience

- Strategic HR leadership experience gained in complex organisations, ideally within the UK Higher Education Sector.
- Significant experience of building and leading high-performing, strong and successful HR services.
- Management of complex Employee Relations casework and up to date knowledge of employment legislation.
- Design and implementation of modern HR policies and practices.
- Identifying and using key metrics and data to underpin Key Performance Indicators.
- HR project management experience.

Skills and abilities

- To operate as a trusted adviser and partner to the senior leadership team on complex HR and people matters.

- Exceptional knowledge of employment law and its application to ensure a pragmatic and common-sense approach to issues.
- Conflict resolution, mentoring and coaching skills.
- A willingness to challenge the norm and take difficult decisions.
- Highly effective communication and presentation skills across a range of audiences.
- Working collaboratively with a range of stakeholders to deliver on shared objectives.
- To utilise benchmarking and best practice to shape solutions that help the College to become an employer of choice.
- To work with data sets to effectively analyse, draw conclusions and make recommendations.
- To design and implement effective compensation and benefits policies and procedures.
- Familiarity on analysing and reporting on gender pay gap.

Qualifications

- Educated to Degree level.
- Chartered Member, and preferably Fellow, of the CIPD

Other

- Understanding of the challenges facing the Higher Education sector
- Highest personal integrity combined with discretion, loyalty and commitment
- Excellent written and spoken communication skills.
- Effective team-working skills, capable of working in a consensus-driven environment.
- Ability and desire to inspire trust and confidence and to command the respect of the Governing Body, the College Fellowship and staff.

Holiday

Holiday entitlement is 30 days per annum, plus 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 USS contributory pension scheme
- Free lunch will be provided (when Magdalen College kitchens are open)
- Car parking (subject to availability)
- Use of College gym, and sports ground, and free membership of the Oxford university sports facilities at Iffley Road
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Various other benefits attached to holding a University card

Applications

Please send your CV to human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage, please make this clear in your application. The role will remain open until filled.

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/>.

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates

Magdalen College is an Equal Opportunities Employer.