

**SMB Group**

**JOB DESCRIPTION**

**Post Title:**  Human Resources & Organisational Development Manager

**Grade:**  Management Spine Points 37-40

**Responsible to:** Vice Principal Human Resources & Organisational Development

**Responsible for:** HR Business Partners, HR Operations Team

**Job Purpose:** To provide effective leadership for the provision of high quality Human Resources and Organisational Development services to the Group, ensuring excellence, innovation and sustainability

To ensure that the people agenda is aligned to business objectives and supports the College to attract, develop, retain and engage a talented and inclusive workforce.

**Key Duties and Responsibilities:**

1. To support the Vice Principal Human Resources & Organisational Development in the development and implementation of the Group’s Human Resources Strategy.

2. To lead HR Business Partners in ensuring that strategic resourcing plans are developed and implemented for all areas of the business ensuring that the Group employs the right people, with the right skills at the right time.

3. To ensure that the HR Operations team provides effective and efficient HR support for key processes within the Group.

4. To work closely with and build strong working relationships with other members of the College Management Team to ensure that appropriate HR interventions are implemented which ensure high levels of employee engagement and contribute to the delivery of outstanding teaching, learning and assessment.

5. To ensure effective advice and support for managers in the management and development of their people, supporting the delivery of effective services in a high performance culture.

6. To ensure that managers have the support they require from all HR staff to lead and manage their people effectively, including coaching and mentoring and providing feedback to line managers to help improve business effectiveness and efficiency.

7. To ensure that learning and development needs for the Group are identified, planned, facilitated and evaluated, providing an annual Professional Development Report to the Executive Team and Board of the Corporation.

8. To work with the Quality Manager and Directors of Curriculum to ensure that teachers’ learning and development is effective and supports their development as ‘dual professionals’.

9. To ensure that talent is identified, nurtured and managed through regular performance management reviews, including performance and potential assessments

10. To ensure that HR Business Partners work with managers to develop and implement succession plans..

11. To develop and promote best employment practice across the College, ensuring innovative employment and employee development solutions in a constantly changing environment

12. To provide professional advice and guidance and ensure compliance with employment law reflecting the practices of a an employer of first choice

13. To Support the development of employment policy, taking the lead as agreed.

14. To utilise HR experience and knowledge to maximise impact and add value in key areas such as change management, employee engagement, resourcing, employment relations and organisational/professional development.

15. To support the College to embed its values and behaviours and inculcate a culture of purpose, trust engagement, communication and accountability.

16. To lead project work and participate in working groups as directed by the Executive Team/Vice Principal Human Resources & Organisational Development.

17. To maximise the use of HR information and ensure that metrics/KPIs are routinely monitored, reported and evaluated, providing information for managers as appropriate to aid business and resource planning.

18. To build external professional networks and keep up to date with emerging employment trends and best employment practice, ensuring that the HR Team does likewise.

19. To prepare reports for the Executive team or Corporation, as appropriate.

20. To ensure timely and robust Self-Assessment of HR services in accordance with Group expectations , ensuring that agreed actions are taken and effectively monitored.

21. To ensure clear, stretching and measurable targets are in place and that team performance is effectively managed to ensure effective and efficient HR services within a culture of continuous improvement and innovation.

22. To ensure that service performance is regularly reported to the Vice Principal Human Resources & Organisational Development using robust information and data and that timely and appropriate action is taken to raise standards and improve outcomes.

23. To effectively manage the delegated financial, physical and other resources in accordance within agreed Group policies and regulations.

24. To ensure that change and transformation in service delivery is effectively managed in an open and professional manner.

25. To act as an ‘engaging manager’, ensuring that colleagues have high levels of satisfaction, motivation, loyalty and commitment, leading to higher levels of organisational performance.

26. To ensure that all colleagues undertake appropriate professional development and that talent is effectively identified, managed, nurtured and developed within the Group’s overall resourcing strategy and plans.

27. To lead by example and ensure behaviours demonstrably reflect our mission and shared values.

28. To promote health, safety and welfare throughout the Group and ensure that all activities undertaken are conducted in accordance with the Group’s Health and Safety Policy and procedures.

29. To ensure that decisions are taken in accordance with the Group’s overall Risk Management policy, keeping the Principal and Executive Team updated on key risk management issues.

30. To represent and promote provision externally and at Executive and Corporation Board and committees as required.

31. To act as a Duty Head as required.

**General Responsibilities:**

All employees are expected to:

* Work in a manner which supports the College’s core values, quality requirements and continuous improvement ethos.
* Undertake their duties in accordance with all College policies and procedures and in accordance with the Employee Code of Conduct
* Undertake their duties in accordance with Corporation’s Health and Safety at Work policies and procedures and take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.
* Cooperate with the College in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation
* Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role
* Undertake their duties in accordance with the College’s Equality and Diversity Policy, behaving ethically and with transparency
* Abide by the Corporation’s policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act and General Data Protection Regulations.

**Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.