Job title: HR Manager

Reporting to: The Bursar

Hours: Part time / flexible hours (approx. 12 hours per week)

Holidays: 25 days’ annual leave plus 8 bank holidays, pro rata

Salary: £40,771 - £43,254 pro rata

Main Duties

Employees Relations
- Advise the Bursar on employment law changes and HR best practice on employment-related policies, procedures, and practices for the College, including the updating of the Staff Handbook.
- Advise and work with the Bursar and other Managers on employment issues, including disciplinary and grievance procedures, discrimination, redundancies and dismissals.
- Support performance management throughout the College, including probationary requirements and ensuring managers undertake regular and effective performance development reviews.
- Liaise with the College’s employment law advisers when appropriate.
- Provide advice and appropriate support to members of staff as required.

Remuneration
- Work with Payroll, Pensions and HR Administrator to ensure effective implementation of annual salary changes
- Assist the Payroll, Pensions and HR Administrator to create letters confirming stipends following annual College Officer elections.
- Assist the Bursar in a review of the procedures relating to regrading and remuneration as required.
- Manage re-grading process — including the preparation and presentation of all required material.
- Support Bursar as required in relation to the Remuneration Committee.
- Manage the communication of any pension changes to employees.

Policy and Procedure
- Regularly review all College Policies and Procedure and the Staff Handbook to ensure compliance with legislation.

Recruitment
- Train and coach Line Managers on recruitment best practice.
- Advertising of all vacancies in accordance with relevant legislation ie Discrimination Act.
- Work with Payroll, Pensions and HR Administrator to ensure new starter paperwork (including Offer Letters and Contracts) is sent to individuals in a timely manner.
- Ensure right to work documentation is collected for all staff.
Compliance

- Ensure compliance with data protection law in the UK (the General Data Protection Regulation and related EU and national legislation).
- Keep up to date on relevant immigration laws/rules and any changes.
- Manage the College’s responsibilities of Certificate of Sponsorship (COS) applications in accordance with home office requirements.

Person Specification

- A sound knowledge of current employment law, best practice and current thinking in HR management.
- CIPD qualified or equivalent qualification.
- Education to degree level.
- IT literacy, including Microsoft Word, PowerPoint, Excel and email.
- Proven track record in a similar post.
- Excellent interpersonal skills.
- Ability to work autonomously.

The College

St Edmund’s is a relatively new college in Cambridge, and has ambitious plans for development and growth, most visible in the construction of Mount Pleasant Halls, providing new accommodation for students. The College is very international and is characterized by informality and inclusivity.

The increased number of postgraduates in the University during the later 1950s led the Regent House of the University to establish four graduate Colleges in 1965; St Edmund’s as well as Darwin College, Wolfson College and Clare Hall. St Edmund’s is the only College in Oxford or Cambridge that has a Catholic foundation and Chapel.

The graduate Colleges were permitted to matriculate their own postgraduates and to present them for degrees; this was later extended to mature and affiliated undergraduates. 1965 saw the election of the first four Fellows; others followed in succeeding years. Although laymen had been part of the College’s community from its inception, the years from 1965 saw a sharp increase in their number. In an act of remarkable generosity on 20 March 1973 the Catholic Church through the Association signed away the buildings and the land of the present College to the Master and Fellows.

The College achieved the status of an Approved Foundation on 8 March 1975. The old Association was dissolved on 30 June 1984 and replaced by a new governing body of Fellows and St Edmund’s became a fully autonomous and self-regulating society. Fr John Coventry, SJ, was the last Master in holy orders (1976-85) and was succeeded by Richard Laws, ScD, CBE, FRS (1985-96), but the Catholic foundation continued to be seen in the Archbishop of Westminster, serving as the Visitor, a Catholic priest as the Dean, the Chapel, and the Von Hügel Institute, which fosters academic work on Critical Catholic Enquiry.

Successive Masters and Fellows worked towards full collegiate status, which was approved by the University in 1996. Centenary celebrations brought visits from Cardinal Basil Hume, OSB, Archbishop of Westminster, for a Mass of Thanksgiving on 15 June 1996 and His Royal Highness the Duke of Edinburgh, the Chancellor of the University, for dinner on 25 June 1996. The College petitioned the Privy Council for a Royal Charter, which was granted by the Queen on 22 April 1998 in the Mastership of Professor Sir Brian Heap, ScD, CBE, FRS (1996-2004). The chapel was solemnly blessed by the Rt Rev. Peter Smith, Bishop of East Anglia, on 25 October 2000.The College has committed itself to a major programme of development and improvement. With the development of Mount Pleasant Halls (due to be completed in Michaelmas 2019) it will be able to accommodate 70-80% of its students and is planning to expand its conference offerings too. It has recently invested in its development activities
and has a thriving alumni and Fellowship. The ethos of the College is friendly and inclusive, it is a welcoming place for students, staff and fellows alike.

**Application Process**

To submit an application for this vacancy, please send your CV and a covering letter outlining your reasons for applying for the role to Ms Edna Murphy, Bursar on bursar@st-edmunds.cam.ac.uk by 5pm on 24 August 2018, with interviews likely to take place during week beginning 10 September 2018.

For an informal discussion of the role please contact Jo Pennock, HR Manager via email jp741@cam.ac.uk.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: [http://www.st-edmunds.cam.ac.uk/data-protection](http://www.st-edmunds.cam.ac.uk/data-protection)

Any offer of employment is subject to evidence of your right to work in the UK and the receipt of satisfactory references.