



# **ST JOHN'S COLLEGE CAMBRIDGE**

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**Further particulars for the post of  
HR Manager (10-month maternity cover)**

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## Requirement

St John's College wishes to appoint an HR Manager on a 10-month fixed-term basis to provide cover for a period of maternity leave.

## St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)

**College Aims:** the College's statutory aims are the advancement of education, religion, learning and research.

## Principal Responsibilities and Duties

**Job title:** HR Manager

**Department:** HR

**Responsible to:** Head of HR

**Responsible for:** HR Co-ordinators

**Job Purpose:** To assist with the delivery of a highly professional HR service to some 400 members of academic and support staff which covers the whole range of human resource disciplines including recruitment, training and development, performance management, conditions of employment and employee relations. The post holder will be responsible for ensuring the smooth running of all operational HR processes and for the provision of accurate and timely advice on HR policy and procedure.

## Main responsibilities of the post

Set out below are the main responsibilities of the post. Some of these responsibilities will be of an oversight nature with the tasks being delegated to the HR Co-ordinators(s) as appropriate.

1. The post holder will contribute to the effective and appropriate management and development of staff by:
  - i. Providing advice and support to College Officers, Heads of Department and other line managers across the College

- ii. Managing case work and ensuring all employee relations matters are dealt with in a timely manner and in accordance with the College's policies and procedures, relevant legislation and good professional practice
  - ii. Ensuring that training needs are identified and that appropriate training and development opportunities are made available
  - iii. Supporting organisational change processes, assisting with employee consultation, drafting new job descriptions, etc.
  - iv. Ensuring Heads of Department are informed about developments in employment law and on the practical implications of the same.
2. To ensure the recruitment of high quality staff the post holder will:
- i. Assist in assessing the need for posts, alternative strategies for fulfilling the responsibilities of posts and job design
  - ii. Coordinate and manage the recruitment & selection process
  - iii. Oversee job evaluation, by providing advice, arranging and facilitating evaluation panels and conducting evaluations when required
  - iv. Liaise with candidates (successful and unsuccessful)
  - v. Prepare contracts of employment and coordinate the induction of new staff
  - vi. Together with the Head of HR, provide advice on work permit regulations and relevant immigration legislation and administer all UKV&I application processes
  - vii. Provide advice on issues relating to Disclosure and Barring Service (DBS) checks
  - viii. Ensure recruitment statistics are maintained
3. To ensure the efficient and effective delivery of the administrative aspects of HR matters, the post holder will:
- i. Together with the Head of HR, administer a range of schemes and systems (for example, maternity/ paternity, sick leave, annual leave, sabbatical and special leave, pensions, housing assistance, healthcare, salary sacrifice, retirement, performance review, etc) through, for example, the production of guidance notes and pro forma, the completion of internal and external forms, the calculation of statutory and contractual entitlements, issuing reminders to managers, maintaining records, etc.
  - ii. Ensure that the annual cycle of HR processes is implemented (for example, the Staff Development and Review Scheme, the Grading Review Scheme, the Exceptional Contribution Scheme, etc.)
  - iii. Oversee all aspects of absence management procedures including the management of long term sickness absence cases

- ii. Together with the Head of HR, ensure that the College has access to accurate and timely data about its staff (Academic and Assistant) by managing the HR database systems, maintaining HR data electronically and in hard copy, produce regular and ad hoc reports of HR data, etc.
  - iv. Liaise with the payroll function (within the Finance Department) on staff details, pay adjustments, pension matters and deal with enquiries on pay from staff
  - v. Update the HR section of the College website
  - vi. Regularly review HR systems and processes to ensure effective and timely support is maintained and that improvements are implemented
4. To promote good employment relations with the College's academic and assistant staff the post holder will:
- i. Provide HR advice to individual staff
  - ii. Provide a confidential welfare service
  - iii. Assist with staff communications
5. The post holder will contribute to the development and delivery of the College's HR strategy by for example:
- i. Keeping up-to-date with developments in HR practice and new approaches to employee recruitment, reward and engagement and career development
  - ii. Supporting the Head of HR with appropriate projects
  - iii. Undertaking pay reviews, undertaking and participating in surveys (for example, market/salary surveys and benchmarking exercises)
  - iv. Undertaking staff surveys
6. The post holder will provide efficient and effective secretariat support to the College's HR related committees.
7. The post holder will ensure the delivery of an efficient and effective HR service for the College overall by:
- i. Jointly with the Head of HR, supervising the work of those providing administrative support to the HR Department
  - ii. Monitoring the overall workload of the HR Department to ensure that agreed service levels are attained

The list includes the principle accountabilities of the role but is not exhaustive. Other relevant duties may be delegated by the Head of HR from time to time.

## **Person specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

## **Qualifications, Knowledge and Experience:**

### Essential

- Good honours degree or equivalent
- Chartered Membership of the Institute of Personnel and Development or working towards
- Substantial experience of working as an HR professional across a broad range of human resource disciplines
- Sound knowledge of current employment law and good practice
- Experience of HR databases and information systems, CoreHR would be preferable

### Desirable

- Experience of working as an HR professional within the Higher Education sector
- Trained in Hay job evaluation

## **Skills, Abilities and Competencies:**

- Excellent communication and influencing skills, both written and oral, so that credibility with key client groups can be established quickly and maintained
- Ability to work on own initiative, to demonstrate self-motivation, to work with limited supervision and to take the lead in dealing with HR issues to a satisfactory conclusion
- Strong administrative and organisational ability including an ability to prioritise tasks to meet a variety of deadlines and to react to changing situations
- Demonstrable ability to support organisational change
- Demonstrable skills and ability to supervise a small team
- An ability to work to a high standard with excellent attention to detail
- Strong IT skills with good knowledge of Microsoft Office Software (including Word, Excel, Outlook, Access and Powerpoint)
- A flexible, professional and adaptable attitude towards work
- The ability to work as part of a team and to establish rapport and maintain effective working relationships with immediate colleagues and members of the College at all levels
- The ability to deal appropriately with material and information of a personal and confidential nature.

## **Terms and Conditions**

Length of post:	10 months
Salary:	The salary for the post will be between £36,574 - £41,164 p.a. (depending on experience) pro rata if part-time
Hours of work:	Between 26 and 36.25 hours per week (to be agreed with the successful candidate)
Location:	The role is based in Cambridge.

### Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) pro rata for those not working a 5-day week

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

## Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk)

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on Monday 9 August 2021**. Interviews are expected to be held during the week commencing 16 August 2021.

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. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.