

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	HR Director
Job Purpose:	Lead the strategic future of HR for the college, managing the HR team to deliver a comprehensive service
Accountability to:	Deputy Principal
Responsible for:	HR Team

Key Responsibilities and Key Tasks:

1. To lead the strategic direction of staffing and HR for the college

- a. Develop and deliver a three-yearly HR strategy that responds to future challenges and opportunities
- b. Write and regularly review a staffing plan that allows for sustainable growth to meet future demand
- c. Report to SMT and Governing Body committee meetings on staffing and HR related matters, supporting them on employee relations employment law
- d. Liaise with S7, FE Sussex and Mercers' Associated School colleagues on HR matters
- e. Oversee the Job Evaluation process

2. To ensure the efficient running of the HR process within the college

- a. Manage the HR team, ensuring performance management, staff training and development of all members.
- b. Advise staff regarding terms and conditions, entitlements and HR matters.
- c. Ensure that the HR department procedures are compliant with legal requirements.
- d. Ensure the relevant HR policies and processes are in place and manage their implementation in an efficient and quality manner.
- e. Manage Occupational Health referrals.
- f. Produce contracts of employment and modify contract and Statement of Particulars templates to keep up to date with employment law changes.
- g. Ensure employee data is captured, stored and available in compliance with GDPR.
- h. Preparation of HR and Recruitment Risk Management Assessment and Controls return, Self Assessment Report, Quality Improvement Plan and Service Level Agreement.
- i. Liaise with auditors as appropriate during annual HR and Payroll audits.
- j. Support managers in implementation of performance improvement plans.

- k. Represent the college on relevant, HR related, developmental networks and initiatives.

2. To be responsible for the HR components of the monthly payroll for the College
(Delivery of monthly payroll is shared between HR Director and Payroll / Finance Manager)

- a. Oversee input of employment and payroll details for starters, changes to contracts and leavers on the HR database.
- b. Manage information for the college payroll including starters, changes, leavers, claim forms, and monthly payroll schedules. Instruct the payroll bureau with any relevant information by the agreed deadlines.
- c. Manage Teaching and Support staff pay awards and instruct payroll bureau in a timely manner.
- d. Update salary spreadsheets producing information for SMT, as required.

3. Any other duties

- a. To undertake such other duties as reasonably requested by the Principal or Deputy Principal.