



HR Manager

Joining our senior management team, we are seeking a forward thinking individual, who can work autonomously, with the desire and ability to contribute to the strategic direction and decision making of all HR functions at the College. We are looking for commitment to our core values of always putting the student at the heart of what we do, hard work, innovation, openness and integrity. If you feel you can make a valuable contribution to the journey we are on and are ambitious for yourself and the organisation you work for, we would love to hear from you.

Salary will be in the region of £32,000 to £38,000 per annum, with the possibility to negotiate a higher salary for exceptional candidates. Actual salary will be dependent on relevant skills, qualifications and relevant experience

If you would welcome the opportunity to discuss this post further, please do not hesitate to contact Simon Barrable, Principal on 02392 344390

Thank you for showing an interest in our vacancy. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

Job Description
Person Specification
Information about Portsmouth College
Instructions for your application

If you require any further details about this post, please do not hesitate to contact the College HR Department on (023) 9234 4400.

This post will report directly to the Principal.

Please note, this job description is not exhaustive but is intended to give a general outline of the role.

Key Accountabilities

All Senior Managers and Leaders at the College should always strive to be creative, innovative and highly effective team managers. They must be excellent delegators and supervisors, leading by example and empowering the teams they are responsible for.

The aspects detailed below are the key areas that the HR Manager will be accountable for:

- The effective and efficient operation of the College's HR function
- Leading and directing the HR team to deliver an outstanding service for the College
- Leading and/or supporting on employee relations case work
- Developing professional and collaborative relationships with Governors, senior leaders, managers, union representatives, staff and other stakeholders, providing guidance, sharing skills and promoting the development of cohesive teams
- Ensuring the College is compliant and operates its business in line with all employment law / case law and best practice
- HR policy and procedure creation, development and review
- Staff development for all support staff
- Leading on HR projects

Specific Key Responsibilities

Key responsibilities for the role are to:

Strategic

- Assist the Senior Leadership Team with strategic decision making linked to workforce planning and development
- Be proactive in raising HR matters with the Senior Leadership Team especially with regard to changes in employment law and advising on how to accommodate these changes into the College's strategic approach to human resource management
- Work with the Principal on HR projects
- Attend Governor employment committee meetings and College strategic events as appropriate, preparing HR papers for these as required

Line Management

- Provide leadership and line management to the HR Team, assisting them to deliver an exceptional level of service to the College

Operational

- Work closely with senior managers and line managers, providing them with expert guidance, coaching and support on the full range of HR activities, including HR policies and procedures, terms and conditions, case work support in areas such as absence management, performance management, grievance, disciplinary, redundancy and restructure, to ensure a fair and consistent approach to people management
- Oversee the review and development of existing HR policies and procedures to ensure these remain up to date and in line with changes in legislation, as well as developing new HR policies and procedures for the College
- Lead the College's recruitment and selection process for the College, working closely with the HR Assistant and managers to ensure the appointment of high quality staff
- Actively partake in the interview and selection process of new staff, ensuring new appointments match our core beliefs and values
- Ensure an effective induction process exists for all new starters which gives them a positive and informative start to their employment

- Ensure the College's performance review (appraisal) processes are fit for purpose and lead on any necessary reviews and refinements, providing training as required
- Work closely with the Finance Director with regard to staffing budgets, payroll and pension matters
- Actively participate in any relevant College wide initiatives or projects as and when they arise (e.g. well-being)
- Prepare and present to the Senior Leadership Team and Governors relevant reports covering the analysis of standard HR metrics as well as any external requests from bodies such as the Sixth Form Colleges' Association or the AoC
- Work closely with the HR Advisor to ensure that effective staff development exists for College support staff, working in conjunction with the Vice Principal Curriculum who has overall responsibility for staff development
- Develop and deliver a training programme for managers on the use of College HR policies and procedures
- Ensure a positive employee relations culture exists throughout the College and promote and enhance equality, diversity and inclusion initiatives for all staff

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement.
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Any other duties as may be reasonably allocated from time to time by the Principal.

The HR Department

The HR Department has grown over recent years and currently exists of the HR Manager (substantial part-time contract), HR Advisor (part time working 2 days a week term time) and a full time HR Assistant. As the HR Manager, you will need to be able to support the Senior Leadership Team with strategic matters and therefore you will want to learn about the issues affecting sixth form colleges. In addition, you will take responsibility for the full employee life cycle and lead your team in order to ensure all HR matters run smoothly.

The College employs approximately 300 staff on a range of contracts covering teaching, support functions, apprenticeships, global and adult education. Standard terms of employment for teaching and support staff are negotiated nationally by the Sixth Form Colleges'

Association on behalf of sixth form colleges in the UK, however, new business ventures require the ability to develop appropriate contracts and terms specific to those needs.

HR Manager

To succeed in this role, you will need to have a proven track record of working in the HR profession at a generalist level, with a good understanding of employment law and have experience of handling high level employee relations cases. You will either already be working as a manager or you are ready to take on your next challenge of moving up. The key to succeeding in this role will be linked to your professionalism, integrity, compassion and ability to gain the respect of staff and managers. You need to be prepared to be very hands on and lead by example with the ability to work both strategically and operationally.

We are seeking someone who has a genuine interest in employee engagement and well-being and will be willing to contribute to our wider well-being agenda. Experience of dealing with different levels in an organisation will be critical as well as being able to promote and influence the people development agenda. In light of this you must be confident, motivated, a self-starter with good humour and good morals.

With an already established and well respected HR function, your role will be to continue the success of HR support across the College and be proactive, passionate and culture driven.

Person Specification

Candidates are invited to provide evidence of the qualifications, experience, skills and qualities listed. We are seeking to appoint outstanding applicants who are curiously smart and want to make a real difference for our students and staff.

	Essential	Desirable
Qualifications / Professional Knowledge	<p>Chartered MCIPD or level of competency to apply for chartered status</p> <p>At least 5 years HR experience at a senior level (e.g. Senior HR Advisor / Business Partner or Manager)</p> <p>Level 4 or above educated in a relevant subject</p> <p>Fully conversant and up to date knowledge of employment law and best practice</p> <p>Successful professional track record in HR</p>	<p>Level 6 qualification or equivalent in human resource management</p> <p>Experience of working in a sixth form or further education environment</p>

Valuable Experience	<p>Policy and procedure development</p> <p>Strong ability to prioritise and meet deadlines</p> <p>Ability to positively persuade and influence</p> <p>Coaching / mediation skills</p> <p>A very effective communicator (verbal and written)</p> <p>Able to work with a very high degree of autonomy and flexibility</p> <p>Preparation of HR metrics</p> <p>Working knowledge of Microsoft office packages</p>	<p>Evidence of supporting in a change management programme</p> <p>Able to work at both a strategic and operational level</p> <p>Evidence of effective partnership working</p> <p>Line management of a team</p> <p>Delivery of training</p> <p>Working with trade unions</p> <p>Working knowledge of Google Docs</p>
Key Essential Professional Attributes	<p>Applicants should be :</p> <p>Self-motivated and show initiative</p> <p>Trustworthy and loyal</p> <p>Highly professional</p> <p>Keen to establish the highest possible standards</p> <p>Aware of and actively promoting equality and diversity</p> <p>Imaginative, creative and innovative</p> <p>Able to problem solve and stay calm</p> <p>Well organised with very good time management skills</p> <p>Able to maintain a sense of perspective and make sound judgements when under pressure</p> <p>Self-aware, emotionally intelligent and showing intelligent kindness</p> <p>Willing to contribute to the broader professional, social and enrichment aspects of College life</p> <p>Able to set and achieve challenging personal targets</p> <p>Able to work with a sense of humour and enjoy their work</p> <p>Curiously smart – developing new ideas, seeing problems to solve</p> <p>Resilient, anticipating and preventing problems</p>	

Information about Portsmouth College

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Thirteen years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent Regional Area Based Review (ABR) process from which Portsmouth College has emerged as a viable,

resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

Student Enrolment, Success and Progression

16-19 year old student enrolments are now over 1,400, having literally doubled in the last thirteen years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Eight successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 45% of them achieved A* - B grades or their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2018.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

A Culture of Innovation

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to succeed at university and in work. The programme also complements the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative' and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

Partnership Working

The backbone of the success of the last thirteen years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'more able' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

Principles of Recruitment

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work alone.
- We seek to appoint people who will grow with your team and with the College.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.

Summary of the terms and conditions of employment

1. This is a full-time post, notionally working 37 hours per week. As a member of the Senior Management team the post-holder will at times be required to work such hours as necessary to fulfil the requirements of the role.
2. Salary will be in the region of £32,000 to £38,000 per annum, with the possibility to negotiate a higher salary for exceptional candidates. Actual salary will be dependent on relevant skills, qualifications and relevant experience
3. Annual leave is set at 30 days per annum plus 8 bank and public holidays. The majority of annual leave is to be taken during the College holiday periods.
4. Sick leave is in accordance with the procedures laid down by Portsmouth College.
5. Post holders will automatically become a member of the Local Government Pension Scheme, but will have the opportunity to opt out. Employee contributions will be between 6.5 - 6.8% of salary.
6. This appointment is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

Instructions for applying

Should you wish to apply for this position please complete a College application form. This can be downloaded from our website, www.portsmouth-college.ac.uk or alternatively contact the HR Department on 023 9234 4400 for an application form. **C.V.s alone will not be accepted.**

Please return completed applications to the HR Department by **9 am on Monday 13th May 2019**. We may choose to close the vacancy ahead of the closing date therefore please ensure you apply early.

Interviews will take place on **Wednesday 15th May 2019** and as part of the selection process you will be expected to undertake a series of tasks therefore, you will be expected to be available for the whole day if shortlisted.

If you have any further questions, please do not hesitate to contact the HR Department on 023 92 344400.