



Peter Symonds College Job Description

Job title:	Personnel Director
Salary:	Spot Salary: £63,043
Hours:	Full time, 52 weeks a year
Responsible to:	Principal
Responsible for:	Deputy Personnel Director (Recruitment Coordinator, Personnel Assistants) Payroll Officer

Main purpose of the job

To lead and develop the College's staffing strategy and oversee the effective delivery of Personnel, Payroll and associated support services. The postholder will provide strategic and operational leadership on all staffing matters, ensuring compliance with employment legislation, sector guidance and College policies, while promoting staff wellbeing, equality, diversity and inclusion. The role also includes responsibility for the Resources and Reception service and advocating for the effective deployment and support of support staff across the College.

Main duties and key responsibilities

The following is typical of the duties and responsibilities of the post holder. It is not exhaustive and other duties and responsibilities appropriate to the post may be required by the College.

Strategic HR Leadership

- Work with the Senior Management Team (SMT) to develop and implement the College staffing strategy in support of the College's strategic and operational objectives.
- Advise the SMT and Board on employment law, staffing matters, HR best practice and sector developments, ensuring College policies and procedures remain compliant and effective.
- Contribute to workforce planning, including staffing levels, allocation of staff and recruitment priorities, working closely with the Vice Principal and other managers.
- Lead on equality, diversity and inclusion (EDI) matters relating to staff, contributing to the College Equality Analysis and the development of Equality Objectives.

Personnel & Payroll Management

- Lead and manage the Personnel and Payroll team to ensure the efficient and professional delivery of Personnel and payroll services across the sixth form site and Adult and Higher Education Division (AHED) College, including support to the Business Manager (AHED).
- Ensure effective administration of staffing matters throughout the employee lifecycle, including recruitment, onboarding, contractual changes and leavers, covering employees, volunteers and agency staff.
- Oversee the effective use and development of Personnel systems and the Cintra Bureau, ensuring the security, integrity and confidentiality of staff data.

- Produce timely and accurate staffing information, reports and statistics for internal and external purposes, including absence monitoring, audit requests, inspections and statutory returns.
- Manage the administration budget and ensure resources are used effectively.

Employee Relations & Staff Support

- Support and advise managers in the informal and formal resolution of employee relations matters, including disciplinary, grievance, capability and performance management processes.
- Provide advice and support to staff and managers on employment, health including absence management and welfare matters, including liaison with external agencies as appropriate.
- Promote staff wellbeing through the development and implementation of appropriate welfare initiatives and support strategies.
- Support the SMT in consultation and negotiation with recognised trade unions and staff representative groups.
- Draft correspondence and documentation relating to staffing matters on behalf of SMT members as required.

Recruitment, Safeguarding & Compliance

- Oversee recruitment and selection processes, participating in appointment panels for senior posts where appropriate.
- Act as the College's lead decision-maker in relation to Disclosure and Barring Service (DBS) disclosures and safer recruitment matters.
- Maintain responsibility for the Single Central Record and records relating to mandatory and statutory staff training, including safeguarding training.
- Contribute to the College Risk Management Strategy and support audit and inspection processes.
- Prioritise the safeguarding and welfare of students and participate in safeguarding training as required.
- Ensure compliance with KCSIE in relation to visitors, contractors and volunteers.

Resources & College Engagement

- Line manage the Resources Manager to ensure the effective operation of the Resources and Reception service.
- To chair the Support Staff Managers and Team Leaders' Group and promote their interests across the College.
- Attend meetings of the Board and SMT as required and contribute to relevant committees including the Governors' Personnel Committee, JNCC and Staff Development Committee.
- Represent the College at external meetings, conferences and professional events, maintaining professional knowledge through continuing professional development.
- Contribute to the elimination of unlawful discrimination, harassment and victimisation, advancing equality of opportunity and fostering positive working relationships across the College community.
- Undertake any other duties reasonably required by the Principal consistent with the level and nature of the post.

Person specification

Category	Essential	Desirable	Ascertained by
Qualifications	<p>Educated to A level or equivalent</p> <p>CIPD qualified</p> <p>Evidence of recent professional updating</p>	<p>Educated to degree level or equivalent</p> <p>Chartered (MCIPD) membership</p>	Application form
Experience	<p>Experience of HR staff management in a medium to large organisation</p> <p>Wide ranging (generalist) HR experience</p> <p>Excellent communication skills with a commitment to detail and accuracy</p> <p>Skilled in writing sensitive correspondence and reports</p> <p>Competent in IT and experience with computerised personnel systems</p> <p>Able to translate law into best practice employment policy, procedure and advice</p> <p>Change management and dealing with challenging situations</p>	<p>Worked in education or public sector</p> <p>Managed a small department</p> <p>Worked in a unionised environment</p>	Application form/interview/references/activity
Additional Skills and Abilities	<p>Good knowledge of current employment law</p> <p>Ability to work well under pressure and to meet deadlines, being considered yet decisive</p> <p>Resilience when dealing with emotionally demanding situations</p> <p>Approachable but also firm when necessary</p> <p>Work flexibly to meet the requirements of the role, including out of normal working hours if necessary</p> <p>Able to work at a fast pace in a high-volume environment, prioritising appropriately</p>	<p>Knowledge of education (ideally sixth form college) staff terms and conditions</p>	Application form/interview/references/activity
Other	<p>Committed to the protection and safeguarding of children and vulnerable adults</p> <p>Committed to the principles of equality, diversity and inclusion</p>		Application form/interview/references