

HR Manager

Job Pack

Academic Year 2020-2021

Goldsmiths Students' Union
Dixon Road, New Cross
London SE14 6NW
www.goldsmithssu.org
Charity Number 1151581

Hello,

Thank you for taking an interest in working at Goldsmiths Students' Union. Our organisation is a charity committed to making the lives of our members better. We're creative, innovative and fun. We don't accept the status quo and we're ambitious in wanting to facilitate 9,000 students at Goldsmiths to change the world.

Goldsmiths students are inspiring, and we want an organisation that helps them whatever they want to do. We campaign, run services, deliver activities and help students who are in trouble.

As a HR Manager, your role will be to ensure the delivery of a comprehensive and proactive HR service across Goldsmiths SU, providing guidance to all staff and departments on all aspects of employment and people management practices. This also includes providing coaching, support and challenge to line managers in the application of HR policies and procedures.

We're proud of the sort of the place we are, and we hope you join us as we change Goldsmiths and wider society.

Yours,



Lauren Corelli
President



Ed Nedjari
Chief Executive

Why choose Goldsmiths Students' Union?

Alongside working in a supportive, empowering and liberation focused environment, Goldsmiths Students' Union is able to offer you a wide range of exciting benefits such as:

- Unison recognition.
- Techscheme and Cyclescheme.
- Pension auto-enrolment.
- 24 days annual leave which rises with service plus Bank Holidays and college closer days
- 10% off soft drinks in our SU bar.
- 10% off food and hot drinks in our SU café.

Application process

To apply for the role of HR Manager, you will need to download and fill out an application form then send it to recruitment@goldsmithssu.org.

The application form can be found on the [job advert webpage](#).

Please note that we do not accept CVs or cover letters.

Planning your application

Ensure you read the information in this pack carefully before completing your application.

Interviews

It is worth noting that:

- Panel members keep a record of their assessment of each candidate so the reasons for their decisions are clear, consistent and justifiable. You should therefore expect the Panel to be taking notes.
- You will have the opportunity to ask questions about Goldsmiths Students' Union, the role and potential working conditions.

Further Questions

If you want to chat about the role informally or have additional questions, please email ed.nedjari@goldsmithssu.org.

RECRUITMENT PROCESS

Date:	Event:	Comments:
07 / 08 / 2020	Applications open	
07 / 09 / 2020	Applications close	Applications for this role will close at 5pm
11 / 09 / 2020	Shortlisted applicants notified	You will be notified by this date if selected for interview
w/c 14 / 09 / 2020	Interviews	This date is provisional, and subject to change
21 / 09 / 2020	Successful candidates notified by this date	
25 / 09 / 2020	Expected start date	This date is provisional, and subject to change

Job Description

Title:	HR Manager
Reporting to:	Director of Operations
Responsibility for staff:	N/A
Salary:	£40,000
Hours:	37.5 hours per week
Contract Length:	Permanent
Annual Leave:	24 days per year
Location:	New Cross, London

Purpose of the Job

To ensure the delivery of a comprehensive and proactive HR service across Goldsmiths SU, providing guidance to all staff and departments on all aspects of employment and people management practices. To provide coaching, support and challenge to line managers in the application of HR policies and procedures. To work with the senior management team to develop the people strategy, which supports the current and future needs of the organisation.

Policy and Practice

- Develop, and implement HR policies and procedures, ensuring they meet both current legislation and HR best practices.
- View relevant HR information and data, identifying trends and making recommendations to address any identified issues.
- Work with the Senior Leadership Team and Trustee Board to develop and implement the people strategy that is aligned to Goldsmiths SU's wider organisational plans for growth and development.
- Work with external providers as when needed, e.g. solicitors on sensitive employee relation issues

Culture and Environment

- Provide effective advice to line managers on all HR related matters, ensuring compliance with current policy and legislation.
- Support line managers in the effective management and resolution of employee relations issues including performance, capability and absence management issues.
- Advise and assist the Office Coordinator with recruitment and selection process.
- Maintain an up to date knowledge in employment law and HR best practice briefing colleagues on relevant changes as required. Promote awareness and monitor best practice in relation to equality and diversity.
- Contribute to the development of Goldsmiths SUs operating plan, working in conjunction with relevant departments across the organisation to achieve agreed objectives.
- Promote staff wellbeing and arrange a range of activities through the year to support this.

HR Projects

- Lead on a number of HR projects liaising with key stakeholders including pay structure reviews.
- Lead and/or support, as appropriate, on consultative discussions and negotiations with the recognised trade union or regional officials, if appropriate
- Assess the staff survey and make recommendations to address concerns.
- Introduce clear and robust employee relations processes

Learning & Development

- Work with relevant staff to ensure the effective provision of appropriate induction and learning and development activity, for all staff, trustees and elected officers including equality and diversity training.
- Support the development of Goldsmiths SU's appraisal process
- Develop and administer a robust development plan for Line Managers and Sabbatical Officers to aid their continued growth to include HR best practice, risks and tribunals
- Work with line and senior managers to develop personal development plans, identifying appropriate learning and development solutions which meet organisational needs.

In addition, all staff have the following general duties laid out in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own typing, filing, photocopying etc.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome Week and welcome festivals and any other key event, including elections, if necessary
- Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff

Person Specification

Qualifications	Application	Interview
CIPD qualified at Level 6 and above	X	
Experience		
Demonstrable experience of working in a senior HR role	X	X
Strong employee relations experience	X	
Experience of developing and implementing HR policies and procedures	X	X
Experience of dealing with difficult or sensitive situations in a professional and diplomatic manner	X	X
Knowledge		
Strong working knowledge of employment law and its practical application	X	X
Knowledge of data protection and confidentiality issues	X	
Good knowledge of current trends and best practice in learning and development	X	X
Understanding of the issues associated with the third sector		X
Excellent verbal and written communication skills, able to relate to a variety of audiences in an appropriate manner		X
Ability to work flexibly, manage working time and prioritise projects appropriately		X
Good computer skills and confidence (Microsoft Office and HR management systems)	X	X
Independent and self-reliant, being able to work without close supervision	X	X
Open and flexible approach with the capability to build effective working relationships with colleagues		X
Ability to manage sensitive situations with tact and discretion	X	X
Able to work under pressure; and to take a common sense and pragmatic approach towards problem solving	X	X
Values & Attitudes		
Enthusiasm for working with and supporting students	X	X
A commitment to the principles and practices of equality and diversity	X	X
Able to champion effective cross organisational working		X
Able and willing to demonstrate and champion Goldsmiths SU's Values		X