



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

JOB DESCRIPTION

TITLE: HUMAN RESOURCES MANAGER

REPORTS TO:

The Human Resources Manager reports to the Vice President for Human Resources.

SUMMARY:

The Human Resources Manager supports the Vice President for Human Resources in all aspects of the day-to-day running of the department, providing a broad range of services and a best practice approach to people management in the University. Key responsibilities include providing generalist HR advice and guidance in line with the University's mission and strategic objectives, overseeing the full recruitment cycle, contract preparation, and ensuring compliance with employment legislation and UK regulatory requirements.

MAIN DUTIES:

- work closely with academic and administrative departments to provide generalist HR advice and guidance to managers and employees on a wide range of human resource management issues, such as recruitment, performance management and restructuring;
- manage the full recruitment life cycle to recruit high quality academic and administrative staff, including writing job descriptions and advertisements, shortlisting, interviewing and selecting candidates;
- work closely with the Vice President in all aspects of disciplinary and grievance management, supporting managers in the process;
- develop and implement improvements to systems and procedures to enhance the HR operations and services;
- keep up-to-date with employment legislation and UK regulatory requirements e.g. UKBA, Data Protection Act, CRB and Health & Safety;
- supervise the work of the HR Administrative Assistant and Student Assistant and work closely with the HR Officer and HR Co-ordinator;
- participate in the development and delivery of training and development;
- oversee probationary requirements ensuring managers undertake performance reviews;
- supervise benefits administration;
- oversee the administration of starters and leavers, including the preparation of relevant contracts of employment for faculty, students and staff;
- maintain and update the HRMS (Sage Snowdrop) and HR portal on the PowerCampus databases to ensure that HR data is accurately logged and securely held;
- analyse HR data and manage improvements/changes to these;
- adhere to and promote the University's health and safety policies and procedures;
- undertake special projects as assigned by the Vice President for Human Resources.

LOCATION:

The Human Resources Manager is located primarily at the University's Richmond campus but, at the direction of the Vice President for Human Resources, is required occasionally to work at the University's Kensington for such periods as the Vice President determines or as the principal place of work.

SPECIAL NOTE:

A CRB check at the enhanced level is required for this position.

GENERAL:

The above responsibilities are subject to change at the discretion of the Vice President for Human Resources and shall include other responsibilities as the Vice President may from time to time assign. The Vice President may also, at her discretion, reassign some of the above responsibilities. The Vice President will work with the Human Resources Manager to co-ordinate work and resolve problems and will evaluate the Human Resources Manager's performance.

PERSON SPECIFICATION

ESSENTIAL:

- educated to degree level or equivalent qualification;
- Chartered Membership of the CIPD;
- demonstrable generalist HR management experience, preferably in a complex, international, multicultural organisation;
- supervisory skills, with the ability to motivate and develop members of the HR team;
- highly organised with the ability to take a planned and structured approach to own work and that of the HR team.
- strong communication and influencing skills, able to communicate complex information to a wide range of people;
- excellent written and numerical skills;
- a strategic thinker with a creative and pragmatic approach to problem-solving, willing to ask incisive questions and ability to identify workable solutions;
- an up-to-date understanding of all aspects of employment law, best practice and current thinking in HR management;
- flexibility and resilience;
- a working knowledge of databases and reporting tools, and proficient in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint skills;
- discretion and intercultural sensitivity.

DESIRABLE:

- an MA in Human Resource Management or an MBA;
- an understanding of the US and UK higher education sector.

DATE REVIEWED:

January 2012.