



JOB DESCRIPTION

JOB TITLE: Human Resource Manager (People Development)

LOCATION: Gallowgate Centre

LINE MANAGER: Vice Principal (HR)

APPRAISER: Vice Principal (HR)

Mission Statement:

"To deliver, in partnership with other providers, a high quality education and training service, appropriate to the lifelong learning needs and aspirations of its clients, in a diverse range of settings".

College Ethos:

"The College ethos seeks to help establish a context for enlightened and effective management, and to help build an appropriate working and learning environment for the College community.

It seeks to ensure that students are treated as mature individuals and are allocated as much responsibility as is possible and practicable, including an active role in decisions that affect them.

In addition to being provided with the best possible learning experiences, students are to be given every opportunity to develop personal and social skills and, generally, to derive the maximum benefits from their College experience."

Key Objectives:

1. To be responsible for ensuring that the College's Professional Development Strategy is implemented so that the staff of the College have the necessary qualifications, skills and knowledge to carry out their functions effectively.
2. To develop relevant Human Resources policies and procedures which support the implementation of the Professional Development Strategy and reflect any national policy requirements.
3. To assist in the training and development.
4. To contribute to the development of the College's Human Resources Strategy.

Main Tasks:

- (a) Contributing to the development, implementation and evaluation of the College's Human Resources strategy in order that Human Resources policies, procedures and systems support the College's strategic objectives.
- (b) Planning, implementing and evaluating an annual programme of professional development and staff development activities that meet College strategic and operational objectives, individual training and development objective and which reflect national policy objectives so that the most effective use is made available resource.
- (c) Providing advice to managers on relevant qualifications, professional development and staff development for their staff to ensure that they have the appropriate skills and knowledge to provide an effective and high quality service.
- (d) Managing the Staff Development Manager and Professional Development Tutors including recruitment and selection, performance management, counselling, leading, motivating and developing staff and grievance and discipline handling to make the most effective and efficient use of Human Resources.
- (e) Providing regular reports on staff progress with qualifications to managers in order that resources are effectively managed and professional development objectives are met.
- (f) Ensuring that effective record-keeping and reporting systems are maintained so that accurate information is available to managers, HMIE and external verifiers on staff training and continuing professional development.
- (g) Implementing a succession planning programme which ensures that identified staff undertake relevant development in order that key posts in the College may be covered.
- (h) Ensuring that development programmes are implemented and evaluated for identified staff to improve performance and providing advice to managers on dealing with capability issues.
- (i) Carrying out the role of a lecturer including teaching and the associated duties of assessment, verification, academic guidance and course updating and development to provide a high quality learning experience for students.

In carrying out the responsibilities of the post it is expected that the postholder will do so in accordance with the College Ethos and Equal Opportunities Policy.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post

February 2009



PERSON SPECIFICATION

JOB TITLE: Human Resources Manager (People Development)

KNOWLEDGE/SKILLS

1. Excellent communication skills – to communicate effectively in various situations with staff at all levels within the organisation.
2. Excellent interpersonal skills.
3. Computer literate and able to use a range of standard packages
4. Organisational skills.
5. Leadership skills

EXPERIENCE/QUALIFICATIONS

1. Degree or equivalent qualification.
2. CIPD qualification.
3. *TQFE or equivalent teaching qualification
4. Member of Chartered Institute of Personnel and Development.
5. Minimum of 5 years experience in Human Resource management to include the following experience:
 - Policy development.
 - Training
 - Budget management
 - Staff management

PERSONAL QUALITIES

1. Evidence of ability to:
 - 1.1. Deal with sensitive staffing issues appropriately and maintain confidentiality
 - 1.2. Lead and motivate staff.
 - 1.3. Prioritise work effectively.

WORK REQUIREMENTS

1. Commitment to College ethos and equal opportunities.
2. Willingness to work flexibly to meet the requirements of the job.
3. Evidence of commitment to continuing professional development.

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