



Job description

Interim HR Manager (10 months fixed term contract, 3 days a week)

Departments:	Human Resources
Reports to:	Director of People
Key Internal Relationships:	HR Officer SLT Head of Data Systems Office Services Manager CPD Team (LMS) College Staff and Managers College Members
Key External Relationships:	External training providers Outsourced IT providers

Purpose of the Role

To provide HR related project delivery support to the Director of People, managing and working on the delivery of key change projects to HR practices, managing and delivery of staff engagement, training and development and talent management related business as usual. To provide employee relations advice and guidance to College managers and staff.

Main Responsibilities

Staff Engagement

- Lead the SEC (Staff Engagement Committee) in the development, launch of the College's 12 month Wellbeing Calendar of activities to budget for 2027. Lead also in delivery of the Wellbeing Calendar for 2026.
- Manage and fully engage in monthly Staff Engagement Committee meetings. Ensuring HR is represented, committee has good representation levels and including chairing on a rota basis with members, researching topics and taking forward initiatives and ensuring resourced.
- Manage set up, chair quarterly staff award panels and communicate winners. Review scheme with SEC as needed.

College Onboarding and probations

- Working with the HR team and other relevant stakeholders and departments develop the College's Onboarding (including Induction, to include College, Department, Job related, Safety, IT, Compliance, values and EDI modules together with an opportunity for joiners to meet face to face and network). Also develop clear guides for who covers what and a pack to support delivery and launch once agreed.

Training and Personal Development and Policy Review

- Develop and deliver training to managers on all aspects of recruitment and review recruitment to ensure inclusivity and meet TIDEMARK standards.
- Working with HR Advisor develop College annual training plan for 2027 including sourcing of external solutions and in house delivery of training to meet College training needs and maximise budget.
- Explore, recommend and develop career development opportunities for staff.

HR Advice and processing cover

- Manage and advise on complex HR cases and provide advice and guidance to HR Officer in Director of People's absence as and when required.
- Overseeing forecasting/gathering ratings and increments at end of year and costing for budgets
- Manage and implement roll over and change to annual leave and toil entitlements for staff for 2027
- Cover for the HR Officer of HR processing activities as and when required

Other Activities

Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.

Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Act in accordance with and champion at all times the College values.



We act with integrity and transparency



We listen and we learn



We demonstrate respect and professionalism



We achieve high quality



We champion diversity and inclusion



THE COLLEGE OF
OPTOMETRISTS

PERSON SPECIFICATION

Experience

Education / Qualifications

Essential: CIPD qualified or other relevant qualifications – level 5 upwards or equivalent **experience**

Desirable: Degree level education or equivalent experience.

Experience, Skills and Knowledge

Essential:

- Strong written and verbal communication skills
- Understanding of effective learning, training and personal development concepts, appraisals, onboarding principles and best practice.
- Experience of providing advice and guidance on complex HR issues.
- Experience in reviewing HR practices
- Ability to prioritise, balance long and short term priorities, work on own initiative and work to deadlines.
- Good coaching, stakeholder engagement skills.
- Good level of attention to detail, especially when dealing with HR system design and migration
- Good Microsoft Excel and PowerPoint Skills
- Proven experience in providing excellent customer service, influencing, coaching others.

Desirable: Experience of using SharePoint, working within a smaller organisation and in a stand alone capacity.

Personal Attributes

- Able to organise themselves and others with a strong attention to detail.
- Adaptive and flexible approach
- Able to work on own initiative.
- Able to adapt interpersonal style to work effectively within a team environment and influence.
- Ability to use initiative to solve problems, make decisions.
- Able to prioritise multiple projects and tasks.

Additional Information

Typical daily working hours at the College are 9 am to 5 pm (7 hours excluding lunch). We operate a flexible working window from 8am to 6 pm where you can vary your start and end time (working a 7 hours day) and have other flexible working opportunities available.

This post is based at our London office (42 Craven Street, London, WC2N 5NG). A hybrid working pattern is in place, typically working one day in the office.

Equal Opportunities and Inclusion

The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.