



Job description

Interim HR Manager (8 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.

Main Responsibilities

Staff Engagement

- Develop with the SEC (Staff Engagement Committee), launch and manage the delivery of the College's 12 month Wellbeing Calendar of activities to budget.
- 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.
- Design and deliver of all staff end of year, summer events
- 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 Officer 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.
- Develop guidelines and deliver training to managers on all aspects of handling probations, including setting goals, early coaching to prevent problems and challenges.

Training and Personal Development

- Working with the CPD team to set up College learning events on the LMS system, launch to staff.
- Working with HR Officer to develop College annual training plan including sourcing of external solutions and in house delivery of training to meet College training needs and maximise budget.
- Manage the College Appraisal process from start to finish, including producing annual timelines, sign post letters for managers and staff on key activities, providing advice and training as needed and overseeing forecasting/gathering ratings and increments at mid and end of year and costing for budgets and considering and implementing ways to develop effective goal setting.
- Explore, recommend and develop career development opportunities for staff.

HR Systems and streamlining

- Manage the migration of HR files to our new SharePoint platform including creation with the HR Advisor of folders, data cleanse and testing migration.
- Input into creation and launch Staff Intranet on SharePoint where staff can access, share information.
- Manage automation of appraisals, training requests within the College to enable creation of one shared space all inputting and reviewing appraisals can access.

HR Advice

- Manage and advise on HR cases and provide advice and guidance to HR Officer in Director of People's absence 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 HR issues.
- Proven experience of management, automation and streamlining of HR activities.
- Experience in managing and delivering HR review projects
- 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 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.