



**Harris
Manchester
College**
UNIVERSITY OF OXFORD

HR Manager Further Particulars

Job title:	HR Manager
Hours:	0.6 FTE
Salary:	£28,889 – £33,453pa (full time equivalent £48,149 – £55,755pa) plus an Oxford Weighting payment of £900 (full time equivalent £1,500pa)
Contract Type:	Permanent
Responsible to:	Bursar

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview of Post

The HR Manager will be a key member of the College's administrative team, responsible for all aspects of HR, people strategy and organisational development. They will work to strengthen the existing HR framework for staff, as well as developing and introducing a number of additional HR related initiatives.

They will work closely with line managers, providing day-to-day support for HR processes as well as specific advice and guidance where required. They will be responsible for all aspects of HR, including administration and policy development.

The postholder will also work closely with the Welfare Lead and other members of the College to support a robust welfare support for staff, and to promote equality, diversity and inclusion within the College community.

Applicants should be CIPD qualified and have previous proven experience in an HR management role. You will have sound knowledge and experience of the application of UK employment law and regulations, together with comprehensive knowledge of general HR practices.

Key Responsibilities & Duties

Process oversight and management

- Lead day-to-day HR service delivery across the College, ensuring excellent hand-on support throughout the employee lifecycle and delivering a high level of quality and service across the team.
- Responsible for the successful delivery of all HR processes, including: HR administration, recruitment, staff onboarding, contract management and exit processes.
- Oversee the College's absence management process and software, ensuring that information is kept up to date and that absences and TOIL are managed in line with College policy.
- Manage referrals to Occupational Health.
- Review and improve HR processes and workflows, implementing change where needed.
- Develop, draft, update and implement the College's HR policies and procedures ensuring compliance with current legislation and reflecting best practice within a Higher Education institution.
- Ensure the College remains compliant with employment law, immigration regulations, and university policies; including but limited to, national minimum wage, Oxford Living Wage, working time regulations. Seek out and implement best practice as appropriate.
- Oversee the College's Right to Work process, ensuring compliance at all times.
- Work with the finance team to ensure accurate and efficient delivery of the college's payroll, ensuring that all changes are clearly communicated in a timely

manner and incorporated in the relevant payroll period. Payroll includes the processes for paying the College's external tutors.

- Manage the relationship between the College and those on self-employment contracts.
- Ensure the College meets statutory and other reporting requirements including equality monitoring data and collegiate data compilations.

Supporting Colleagues

- Collaborate with line managers, and coach as necessary, to implement consistent, fair and inclusive HR practices.
- Lead on the management of all employee relations cases and provide expert advice and actively support managers to handle individual cases including performance, conduct, grievance and absence matters, providing informed, pragmatic and well-judged guidance.
- Work with the College's welfare lead to ensure consistency between the colleges welfare provisions for staff and HR policies and processes.
- Maintain an up-to-date expert knowledge of employment legislation, UK regulatory requirements and HR good practice relevant to the role; actively continue own professional development.

HR Strategy

- Work with the Bursar to develop the College's HR strategy, including recruitment and retention; organizational development; equality, diversity, and inclusivity; employee benefits; and appropriate training.
- Manage and advise on organisational development, including changes to job descriptions and terms and conditions of employment.
- Take a lead role in developing standardized training for colleagues at all levels.
- Develop, implement and maintain an appraisal and feedback process for college staff, which then feeds into their personal development plan, working with other college colleagues as appropriate.
- Investigate additional financial and non-financial benefits for staff, and work with the Bursar to introduce these over a reasonable timeframe as budget allows.
- Develop and implement additional HR reporting.

Other

- Ensure HR records are completed accurately, are stored securely and accessible only by the approved individuals.
- Plan and manage all budgets within the HR area of responsibility.
- Represent the College at collegiate University HR meetings and events. Develop and maintain an effective network with other College and University HR colleagues.

- Any other tasks commensurate with the grade, as requested by the Principal or Bursar.

It is essential for the post holder to recognise that the exact nature of the post and duties within it may be subject to on-going review and adaptation, in response to changing internal and external factors.

Selection Criteria

Essential

- CIPD Level 7 or equivalent qualification with evidence of continuous professional development.
- Significant experience of managing a wide range of HR processes and good knowledge of general HR practice at both strategic and administrative levelsAbility to confidently influence and engage with a wide range of internal and external stakeholders.
- Ability to problem solve and demonstrate operational and strategic skills to deliver pragmatic solutions in ambiguous situations.
- Outstanding written and oral communication skills and the ability to communicate effectively with colleagues at all levels.
- Ability to work independently, to manage a complex and varied workload, and to confidently take initiative and lead the HR function.
- An ability to develop and deliver new initiatives, and the vision to identify when such a solution may be required.
- Experience of writing and implementing policies and procedures
- A strong track record of managing and advising on complex and/or high-risk employee relations cases.
- A solid working knowledge of employment law and legislation with experience of applying current legislation and best practice.
- A strong commitment to equality and diversity and providing proactive support for colleagues at all levels of the organisation.
- Strong IT skills including the ability to work with IT colleagues to help deliver new IT-based processes.
- Ability to produce accurate work with a high attention to detail.

Desirable

- Experience of working in a college or Higher Education Environment.
- Experience of developing HR strategy.
- A proven track record of delivering significant HR projects.

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 12 noon on the application deadline of **25th August 2025**. Interviews are expected to take place on **Wednesday 3rd or Thursday 4th September 2025**.

Benefits and Conditions

- Free lunches when on duty, and when the kitchen is serving meals to staff.
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.