



HEAD OF HUMAN RESOURCES

Job Description

Job Title:	Head Of Human Resources (HR)
Location:	Aberdeen City Campus
Grade:	Fixed Point: £69,115 per annum
Responsible For:	Senior HR Business Partners X3 Payroll Manager
Line Manager:	Assistant Principal People Services
Appraiser:	Assistant Principal People Services

Main Function

The Head of HR will lead and mentor the HR team, ensuring HR practices support the College's strategic objectives and overall success.

The Head of HR will oversee and manage the day-to-day operations of the College's HR function.

This role is crucial in driving HR initiatives that align with the College's strategic objectives. The Head of HR will proactively manage recruitment, employee relations, organisational design, absence management, performance management, compliance, and various HR initiatives to foster a positive, innovative, and productive culture.

Provide leadership and oversight of payroll operations by managing the Payroll Manager, ensuring efficient, compliant, and accurate payroll delivery across the College.

Main Duties - Generic:

1. To provide accurate and timely support to the College in the area(s) of responsibility, ensuring high levels of professional conduct at all times.
2. To ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are adhered to.
3. To support effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches.
4. To create and sustain effective relationships with internal and external customers and other stakeholders and partners and to contribute to a positive and regional team ethos across all College centres.
5. To participate in the College's staff appraisal/performance management scheme and professional development arrangements.
6. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
7. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/ Destruction Procedure.

Specifically, the post holder will lead on the development and delivery of a financial strategy that sustains a strong financial base, achieves outstanding audits, supports profitable operation and underpins innovation and reinvestment.

Main Duties – Specific

Leadership and Management:

1. To provide inspiring leadership and direction to the HR and Payroll teams, ensuring effective collaboration both internally and externally, and supporting high standards of service delivery.
2. To provide effective senior leadership and management support for designated team, staff, services, and targets in line with the College's Strategic Plan and Annual Priorities.
3. To have responsibility for setting overall team objectives and overseeing operational planning.
4. Lead and mentor the HR and Payroll Teams, fostering a culture of innovation, continuous improvement, and professional growth. Encourage team members to propose new ideas, experiment with creative solutions, and stay updated within their specialist area to enhance service delivery and operational efficiency.
5. To recruit, induct, develop, coach and manage staff and managers on an ongoing basis.
6. To manage and support individual staff and teams in their professional reflection and self-evaluation of activities, outcomes and performance.
7. To operate as senior and first line manager for performance, discipline, grievance, absence and other people management policies.
8. Act as a deputy for the Assistant Principal People Services, taking on their responsibilities and decision-making duties in their absence. Ensure continuity of leadership and maintain the smooth operation of People Services functions, addressing any issues that arise and providing guidance to the teams as needed.

HR and Payroll Management:

1. Contribute to, in conjunction with the Assistant Principal People Services, the development and review of strategy and related policies for the post holder's areas of responsibility, implementing these as appropriate.
2. To collaborate on a regular basis with the Senior Leadership Team (SLT) to proactively assess the HR and Payroll requirements of their teams and gather ongoing feedback to ensure high-quality service delivery.
3. Lead, support, and line manage the Payroll Manager, ensuring they are equipped to deliver high-quality, timely, and compliant payroll services. Ensure payroll operations comply with all relevant legislation, including HMRC regulations, pension schemes, and internal policies.
4. Create and implement HR policies that meet legislative requirements and supports the strategic objectives of the College.

5. Oversee the College's recruitment process. Collaborate with recruiting managers to understand staffing needs and ensure timely placement of candidates. Ensure that the Recruitment processes supports the College's efforts to attract and retain talented candidates.
6. Advise leadership on sensitive employee relations matters, ensuring a balance between individual and institutional needs. Oversee the HR team to ensure they provide accurate, practical, and consistent guidance on all employee relations issues, delivering timely support and advice.
7. Stay up to date with national terms and conditions of service within the Scottish Further Education sector, including relevant agreements from national bargaining processes. Ensure HR policies and practices reflect current national frameworks, and provide accurate advice to leadership and staff in line with sector-wide agreements and legislative requirements.
8. Oversee the maintenance of HR records. Lead the provision of HR metrics to senior management to drive decision-making and enhance HR processes. Track key HR metrics (e.g., turnover rates, recruitment statistics) and generate reports to provide senior management with insights into workforce trends.
9. Lead employee engagement initiatives and cultivate a positive workplace culture and employee satisfaction.
10. In collaboration with the Assistant Principal People Services regularly provide strategic advice to senior management on workforce planning, organisational design, and change management.
11. Lead and manage the job evaluation process, ensuring that roles are accurately assessed and appropriately graded in line with the College's pay framework. Oversee the development, review, and maintenance of job descriptions to support consistent application of the job evaluation criteria, promoting internal equity.
12. Ensure legal compliance with HR practices and advise on risk management issues related to employment law. Keep up to date with changes in employment law and recommend necessary updates to college policies.
13. Lead on HR projects and initiatives that align with the College's strategic objectives.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder 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.

April 2025

Person Specification

Job Title: Head of HR

Education and Qualifications	
Essential	Desirable
<ul style="list-style-type: none">• A Degree or equivalent relevant professional qualification (SCQF Level 9).• Chartered member of the CIPD (MCIPD or FCIPD).• Evidence of continuous professional development.	<ul style="list-style-type: none">• A further qualification in relevant professional area.• Qualification in leadership or management studies.
Experience and Knowledge	
Essential	Desirable
<ul style="list-style-type: none">• Proven experience in a senior HR leadership role, ideally within a complex or unionised environment.• Demonstrate an in-depth knowledge of employment law, HR best practices, and relevant regulatory frameworks within Scotland and the wider UK.• Demonstrable experience in employee relations, including handling complex casework and supporting organisational change.• Proven successful experience in leading teams/individuals to achieve objectives and improve performance.	<ul style="list-style-type: none">• Proven experience of working within an FE or public sector context.• Demonstrate an understanding of national terms and conditions and national bargaining processes relevant to the Scottish FE public sectors.• Proven experience of managing financial and physical resources.• Experience of leading on job evaluation and pay structures, including knowledge of systems such as Fedra or similar.
Skills and Ability	
Essential	Desirable
<ul style="list-style-type: none">• Demonstrate high-level communication and presentation skills with ability to successfully translate and communicate highly complex information to a range of audiences.• A proven ability to consult and negotiate successfully and effectively.• Demonstrate outstanding interpersonal skills to establish positive relationships with staff, senior managers, and external bodies.• Ability to lead and work effectively within internal and external teams.	<ul style="list-style-type: none">• Experience at a senior level in further education with knowledge of College sector and environment including funding arrangements.

Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Self-motivated and highly independent to achieve successful outcomes. • Resilient in coping with complex and sensitive people issues. • Committed to customer service and quality improvement. • Ability to relate to people. • Able to develop positive working relationships. • Ability to work autonomously to their own initiative to prioritise and meet deadlines. • Demonstrates confidence in taking and leading initiatives. • Demonstrates accuracy and good attention to detail. • Proven calm and professional approach. • Demonstrates a commitment to equality, diversity, and continuous improvement. 	
Additional Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Commitment to College values and equal opportunities. • Ability to travel between College sites on a regular basis. • Ability to work flexibly to meet the demands of the post. 	