Reports to:	Director of HR
Hours:	37.5 hours per week
Type:	Fixed term (14 months)
Salary:	£40k - £45k (DoE)

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facility in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Music
- Animal Care
- Work Experience
- Art
- Employability
- Performing Arts
- Conservation
- Duke of Edinburgh
- Creative Media
- Horticulture
- Hospitality & Catering
- Travel Training
- Personal and Social Development
- Functional Skills
- Enterprise
- Supported Internships
- Community Access

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Job Purpose:

Our HR Manager is employed to:

- To develop and implement best practice HRM across the College.
- To provide a qualitative College wide personnel service which is instrumental in enabling Managers to improve their people management practices which in turn contributes directly and indirectly to key College strategies, goals and outcomes.
- To contribute towards HR strategy and policy development.

Main Responsibilities:

Your responsibilities will include, but are not restricted to:

Leadership & Management

- Provide high quality, consistent advice and guidance on HRM.
- Develop the knowledge and skills of Managers from across the College in matters relating to HRM.
- Produce reports where required.
- Communicate clearly, concisely and informatively with individuals both internal and external to Landmarks. Act as an ambassador for Landmarks College at all times

Personnel Practice

- Develop and achieve consistent delivery of personnel policy, procedures and practice across the College
- Track and review the staff appraisal and supervision system
- Provide hands-on support for all disciplinary and grievance matters
- Provide a confidential employment advice to staff

Administration & Legislation

- Recommend College policies and procedures and terms and conditions of employment which meet or exceed legislative requirements and are consistent with the strategic and operational objectives of the College
- Define, develop, implement and review a centrally controlled Staff safer recruitment policy and establish College-wide recruitment and selection procedures, which include transparent job design processes
- Establish and maintain accurate, centralised personnel records and reporting systems, through the appropriate use of IT
- Effectively contribute towards preparations and ongoing requirements for all relevant inspections assessments and audits

Staff Training & Development

- Develop, deliver and evaluate effective induction training for all employees and volunteers

- Identify and implement organisational training needs with the Principal and other members of the college management team
- Define, design, deliver and evaluate personnel management training interventions for College Managers relating to effective personnel practice

Recruitment & Selection

- Coordinate the College-wide recruitment and selection process in line with safer recruitment requirements.
- Maintain an accurate central recruitment tracker, monitoring vacancies from approval through to appointment.
- Provide advice and support to recruiting managers and follow up actions to ensure timely progress.
- Produce recruitment reports and management information, highlighting vacancies, progress, delays and key recruitment trends.
- Review recruitment processes and recommend improvements where required.

Staff Wellbeing & Reasonable Adjustments

- Promote a positive College-wide approach to staff wellbeing, providing advice and support to managers and employees.
- Coordinate and support reasonable adjustments for staff, ensuring individual needs are considered and appropriate measures are implemented and reviewed.
- Support managers with wellbeing, absence and return-to-work matters.
- Maintain appropriate records and monitor wellbeing and reasonable adjustment activity to identify trends and areas for improvement.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	Member of Chartered Institute of Personnel & Development (CIPD) Relevant HR/Personnel qualification (or working towards)	
Experience	Significant relevant experience in a generalist human resources/personnel role	Experience of successfully implementing significant organisational change

	IT user skills in Microsoft Office suite – HR database software experience advantageous Ability to effectively manage a significant workload and work to stretching timescales An ability to effectively communicate at all levels using a variety of medium	
Personal Attributes	Flexibility is essential to enable Landmarks to meet the needs of our learners.	

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day's holiday after your third anniversary, up to a maximum of 5 additional days.

Landmarks is committed to safeguarding and promoting the welfare of our learners and to ensure our learners are protected from abuse. Landmarks is therefore exempt from the Rehabilitation of Offenders Act 1974.
All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

Where a post is eligible, a check against the barred lists will be undertaken. There are different types of regulated activities that employees will need to undertake as part of their role to qualify to be checked on the adult and child barred list.

It is an offence to apply for a role that involves regulated activity to children, if the applicant is barred from engaging in regulated activity relevant to children.

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788 or HR@landmarks.ac.uk.