



Recruitment Pack



**HR Manager
February 2021**

LINCOLNSU.COM

QUALITY - STRONG - APPROACHABLE - NURTURING - HONEST - DYNAMIC

Dear Applicant,

Thank you for your interest in this important role at the University of Lincoln Students' Union group of companies.

Predominately, as a Charity, we aim to ensure that all our members get the most out of their student experience at the University of Lincoln, whatever their interests or aspirations. We support students in numerous ways, such as facilitating a range of opportunities for extracurricular activities including sports and societies and volunteering opportunities, as well as engaging with Campaigns Groups, academic representation and running an Advice Centre advising on financial, academic, housing and wellbeing concerns. We have been blessed with a highly engaged staff team who all work to understand that they are making a real change to our members' lives every day they come to work.

In addition to our Charitable work, the Charity oversees four trading subsidiaries. These companies range from providing licensed trading facilities for Students and the local community in our Engine Shed, Towers, The Swan and The Barge operations, to providing an estate agency and accreditation scheme as well as two very successful tech companies. The profits from these commercial companies are then re-invested into student opportunities and support.

The journey of our organisation has been rapid growth in the last eight years until COVID hit. Before the pandemic, we had 94 career staff positions and 250 student staff members. We have been through a very challenging time due to the forced closure of our licenced premises, our second most important income stream. This drop in income resulted in several changes in the organisation as we had to reduce costs to see us through the pandemic. We have survived, we are now in a strong position and are ready to bounce back and start the journey back to the organisation that existed before.

Many of our career staff have been furloughed for the majority of the time that the furlough scheme has been in place. Returning these staff to work will be challenging and establish the right culture and professional standards that we want for the future. We have fun and aim to create a fun and exciting, vibrant and diverse working environment, but high professional standards and expectations are met.

The right candidate will be very experienced in managing people at all levels of an organisation, delivering learning and development programmes, tackling problems and most importantly have a sense of humour. We are an organisation that takes our people's development very seriously as well as their future careers. As we are in a learning environment, we employ many young people who develop into their position with us, so this role is integral to our organisation's future success by leading that agenda and ensuring workplace standards are met. If you want to work in a dynamic, energetic and fun workplace where every day is different, and you want to make a difference to our staff and members then we want to hear from you!

For an informal conversation about this role, please do get in contact to arrange a time to chat!



James Brooks
Chief Executive

A stylized, handwritten signature in white ink, consisting of several fluid, overlapping strokes that form a recognizable name.

Our Organisation

'An SU that makes a positive and noticeable difference to the lives of our members.'

Our Vision is to be...

A Students' Union where every Lincoln student has a great experience and is encouraged and assisted to fulfil their potential both at University and in life.

Our Mission...

We will be an independent, democratic, membership organisation, working in partnership with the University of Lincoln to ensure that our members' voices are heard, amplified and acted upon.

We will be an important part of shaping and developing our students' academic, social, sporting and working life by providing services, advice, support and representation to all that need it, so that our students can be work-ready when they graduate.

Our Values...

Quality

We will make sure that everything we do is to a high standard. In everything we do, we will always aim to be the best.

Strong

We will be a strong, sustainable Union that our members can trust to make their experience at Lincoln the best it can be.

Approachable

We will make sure that every student knows who we are, where we are, and what we can do for them at any time of the day.

Nurturing

We will make sure we offer our members opportunities and support so that they can grow to be the best they can be, while at Lincoln and beyond.

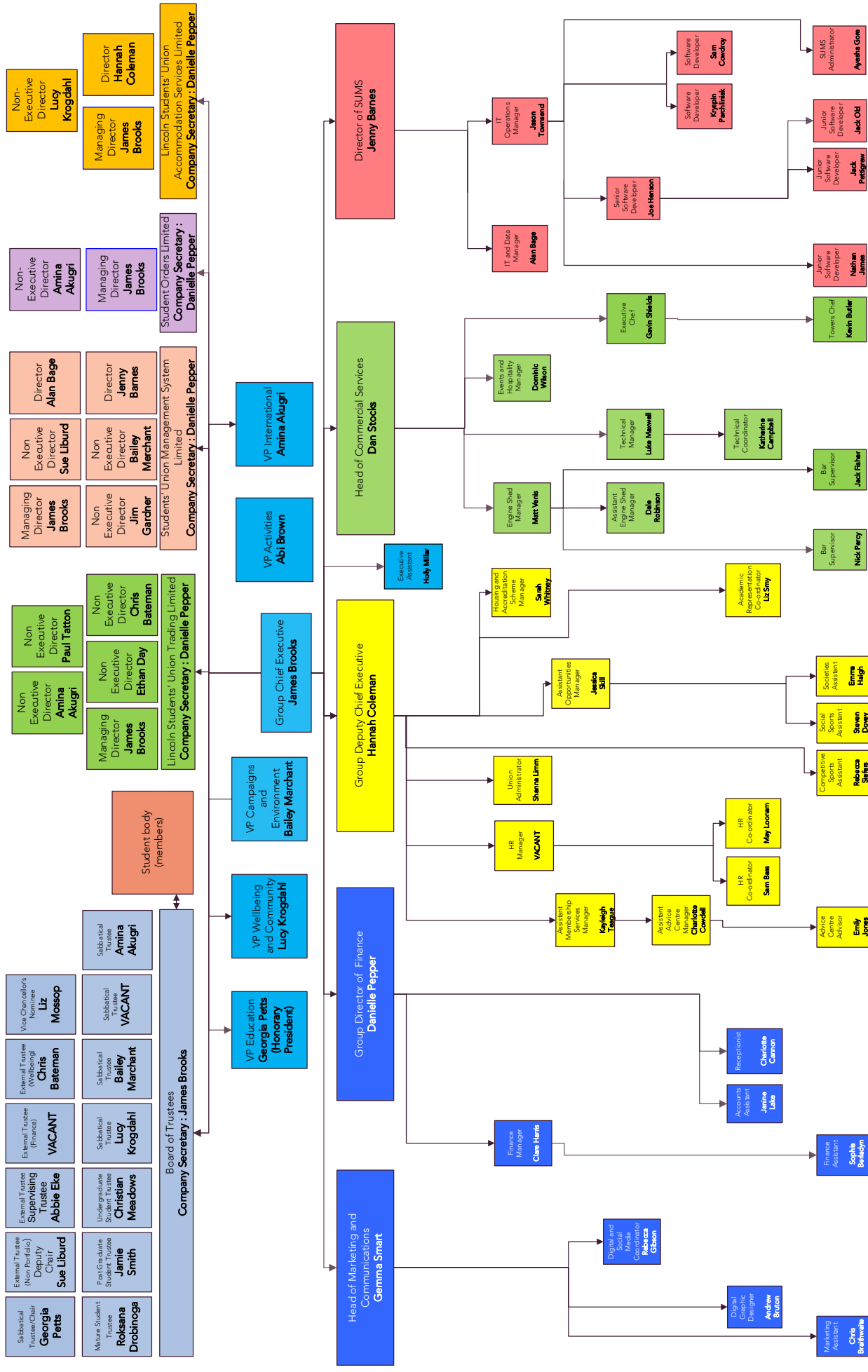
Honest

We will always be honest with our members. Everything we tell them will be the truth – they can trust us.

Dynamic

We will always respond and act quickly to any issues that affect our members, on campus, in the local community, or nationally.

Staff Structure



About this Role

HR Manager- Full time, permanent, 37 hours per week

£33,797 per annum plus competitive benefits including pension, holiday allowance and salary sacrifice schemes.

This is an exciting opportunity for a HR Manager to join a fast growing, dynamic and award-winning organisation. The University of Lincoln Students' Union is a not-for-profit, value led organisation which exists to represent the interests of the 17,000 students and support their wider student experience through extracurricular activity.

Applicants will need to be experienced and qualified in HR practices and able to foster relations with different stakeholders to support in fostering a high-performance culture underpinned by nurturing and developing talent.

The HR Manager will work alongside the Senior Management Team, to support and develop people strategies with a key focus on developing staff through training and guidance. The HR Manager will be driven by developing people, performance success and have the ability to perform high level HR practices to meet the business needs.

Details of this post and of all our vacancies can be viewed on <https://lincolnsu.com/vacancies>

For further information and how to apply, please visit www.lincolnsu.com/vacancies. If you have any queries or if you require any reasonable adjustments to be made throughout the recruitment process, please email: recruitment@lincolnsu.com.

Closing date for completed applications is 9th March 2021 at midday.

It is anticipated that Preliminary Telephone Interviews will take place 11th March 2021. If successful, candidates will be asked to attend panel interviews and presentations taking place on 17th March 2021*.

Please note that CVs are not considered as, or as part of, job applications and will not be forwarded to the shortlisting process.

The ULSU Group is committed to being an Equal Opportunities Employer.

**Please note, due to covid-19 restrictions, all recruitment interviews are currently being undertaken virtually. Please note on your application if you have you require any considerations in light of this.*

Role Description

ROLE TITLE: HR Manager	DEPARTMENT: Central Services
LOCATION: University of Lincoln Students' Union	REPORTS TO: Group Deputy Chief Executive
SALARY: Grade 7, £33,797 per annum, 37 hours per week, permanent, full time	DATE: February 2021

HR Management	<ul style="list-style-type: none">• Be responsible for the implementation and development of all HR policies and procedures across the ULSU Group to drive performance and mitigate disputes.• Deliver the HR strategy in liaison with the Group Deputy Chief Executive.• Provide advice, guidance and support to all staff on people related matters ensuring that all guidance is provided within the internal procedural and wider legislative frameworks.• Ensure accurate and up to date records of all employees' details, programs and employee practices are maintained.• Lead on all recruitment and selection processes and actively seek ways to streamline the recruitment process.• Manage the onboarding of all new employees, ensuring managers and new starters are supported through the process.• Develop new ways to recognise employee's performance and contributions including financial and non-financial rewards.• Be the lead on the annual engagement survey, producing and implementing a detailed staff survey action plan based on the results.• Be responsible for the delivery and implementation of a competitive Benefits Package for all staff members across the ULSU Group as part of a Total Rewards Strategy.• Actively seek new ways of increasing employee engagement.• Support Managers in their management responsibility of student staff.
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<p>Learning and Development</p>	<ul style="list-style-type: none"> • Develop and implement a competency framework which can be embedded across the ULSU Group. • Deliver training on HR policies and procedures to staff members and line managers as and when required, including the delivery of the HR. • Advise managers on the terms and conditions of employment and share best practice with them. • Ensure that Progress Reviews of all employees are undertaken regularly, and managers are supported in this process. • Actively seeking new ways of promoting staff learning and development. • Coordinate an internal training programme for all employees. • Lead on the research and development of providing an E-learning system for learning.
<p>Additional Responsibilities</p>	<ul style="list-style-type: none"> • Line Manage 2x HR Co-ordinators, ensuring that all operational requirements of HR are met and in a timely manner. • Administer payroll and payroll records and keep accounts appraised of any changes. • Budget responsibility for the HR budget. • Drive alignment between HR strategy and business goals. • Be responsible for imbedding the Staff Representative system across the ULSU Group. • Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation • Develop a succession plan for the organisation, taking into account the strategic direction of the ULSU Group. • Enhance the employer brand of the ULSU Group, to help in attracting potential candidates with the aim of being an Employer of Choice.

Person Specification

	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications CIPD qualification level 5 or 7	E	A
Experience: Experience in working within Human Resources Experience of managing staff Experience in an administrative role Experience of co-ordinating and supporting projects across departments Experience in change management Experience in delivering and producing training Experience in employment law An understanding of the particularities of working within a democratic organisation	E E E E E E E D	A,I A,I A,I A,I A,I A,I A,I A,I
Skills: Exemplary written and verbal communication skills Strong IT skills, including an advanced level use of Excel, Word, Powerpoint and Outlook Professional presentation of documentation and correspondence Minute taking skills Able to manage own workload, time and priorities. Project Management Skills	E E E E E E	A,I A,I A A,I A,I A,I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Confidentiality and Diplomacy Proven ability in organising Understanding of, and commitment to, Equal Opportunities within the workplace Personable and Professional in relationships with others Flexibility and resilience	E E E E E E	A,I,R A,I A,I A,I A,I A,I
Business Requirements: DBS clearance will be required May be required to work occasional evenings and weekends	E E	R A,I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Additional Information

- Work in a manner that reflects the values of the organisation as shown in the company's constitution and strategic plan, and in line with company policies and procedures.
- Promote a positive image of the company at all times.
- Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.
- Actively follow and promote company policies.
- Some attendance at meetings outside normal office hours may be required to meet the needs of students and a flexible approach to working is essential.
- Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy in relation to the Data Protection legislation.
- To undertake such other additional duties as may be required from time to time within the overall scope of the appointment as directed by the Senior Management Team.

Please refer to the document 'Guidance for Applicants' accompanying this Recruitment Pack for further information.