



University of York Students' Union  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College, Newton  
Way, Heslington, York, YO10 5DD

E: [enquiries@yusu.org](mailto:enquiries@yusu.org)  
T: 01904 32 3724  
[www.yusu.org](http://www.yusu.org)

<b>Job Title</b>	HR Manager
<b>Reporting to</b>	Central Resources Director
<b>Responsible for</b>	HR & Administration Coordinator
<b>Place of Work</b>	The Student Centre - University of York - Hybrid Working available
<b>Hours of Work</b>	35 hours per week ( Permanent)
<b>Salary</b>	£28,685 - £30,961 per annum

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### Purpose of Role

The purpose of this role is to lead and develop a high quality HR and Payroll service, supporting both Charity and YUSU Commercial Services. This is a key role in creating an environment which nurtures growth, celebrates difference and supports a positive and inclusive experience for our employees.

Your role will carry responsibilities for advising the organisation on HR policy, employment legislation and best practice and will ensure YUSU has accurate, robust and high quality systems and processes to support, protect and grow the operations of the organisation.

You will lead on the implementation of our People Strategy, bringing to life the core values of the organisation and finding new opportunities and ways of working to support, develop and engage our current team and attract new talent to join our growing organisation.

You will lead a people-focused team and will ensure the organisation is well supported through the delivery of a brilliant HR service, building excellent relationships with YUSU's managers, developing a good understanding of their operational needs and enabling them to support their people to the highest standards.

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### Key Tasks

- Oversee delivery of a first class HR service that ensures we have a robust framework that enables staff and the organisation to succeed.
- Lead on the implementation of a People Strategy that builds on the organisation's overarching Strategic Plan.
- Lead and advise on the development and implementation of EDI policy throughout the organisation.
- Lead the organisation's training commissioning process to ensure fair and equal access to learning and development opportunities.
- Make sure YUSU is fully compliant with HR legislation and employment law.



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## **HR Support Service**

- Ensure HR and training records are up-to-date, accurate and retained in accordance with data protection legislation.
- Exploit digital technology to generate efficiencies and service improvements.
- Oversee the design and administration of the recruitment and selection process by advising recruiting managers on writing job descriptions, posting job adverts, arranging & participating in interviews and administering all recruitment documentation and correspondence, including background and reference checks.
- Maintain and develop the internal training commissioning and approvals process.
- Maintain and review HR policies, documentation and the Staff Handbook, updating as relevant changes in legislation or working practice occur.
- Responsible for determining and monitoring expenditure that falls under the HR budget.
- Advise managers on capability and capacity procedures to ensure managers can deliver fair, consistent, compliant support and management of staff.
- Maintain employee confidence and protect operations by keeping human resource information confidential.

## **Payroll Administration**

- Collection and upload of accurate monthly information including time and attendance records, annual salaries, tax codes, starters and leavers, bank and payment information.
- Inform the outsourced payroll provider through the use of Dataplan software systems.
- Review of Dataplan payroll information through employee data reports and a series of scheduled checks and sample testing.
- Maintaining accurate payroll and HR records through performing periodic audits and checks and taking corrective actions where appropriate.

## **HR Strategy**

- To lead, plan and implement change to meet YUSU's Strategic Plan.
- To lead on the implementation of YUSU's People Plan.
- To embed YUSU's core values and behavioural framework into all aspects of HR and people development.
- Use and share people data to identify key trends and support the organisation in monitoring performance against agreed KPIs.

## **Leadership**

- Provide constructive and inspiring leadership to the HR & Administration Coordinator, enabling them to achieve their best through effective development, recognition and performance management.
- Build effective relationships to support others in delivering high quality leadership and people management across YUSU.
- Deliver projects to improve the experience of YUSU's people.
- Contribute to the development and delivery of an organisation-wide Leadership programme.
- Support the Central Resources Director in developing positive and effective relationships with the recognised trade union and with other relevant stakeholders, including the University's HR function.



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## Personal and Professional Development

- Undertake continuous professional development in order to keep abreast of current developments and trends in HR and maintain relevance of CIPD qualifications.
- Maintain technical knowledge by attending educational and professional workshops, webinars, seminars and conferences; reviewing publications; participating in relevant networks.

## Governance

- Supporting the Senior Management Team on matters of governance. Ensure the effective administration of Trustee Board and Committee meetings via the HR & Administration Coordinator.
- Ensure the timely completion of HR papers for submission to Trustee meetings.
- Attending meetings and providing relevant HR updates to the HR & Audit Committee.

## YUSU's Values and Behaviours

- To work with us, we expect our staff to uphold our core values and behaviours. These are:

### ***Ambition***

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*

### ***Innovation***

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

### ***Social Conscience***

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

### ***Authenticity***

*We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

### ***Partnership***

*We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.*

## General Notes

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.



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- Staff are encouraged to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook.
- To uphold YUSU's environmental and sustainability practices, ensuring good practice is met.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections if necessary.
- Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness, and professionalism.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.

## Person Specification

Requirements	Essential	Desirable
<b>Qualifications</b>		
CIPD level 5 or above qualified or equivalent	*	
<b>Experience</b>		
Minimum of 3 years HR experience	*	
Experience of recruitment, interviewing & assessment	*	
Experience of payroll administration		*
Experience of leading a team	*	
Experience of delivering projects designed to achieve organisational change		*
Experience of supporting managers to deliver high standards of people management		
<b>Knowledge</b>		
Knowledge of employment law and HR best practice and its application in employment cases	*	
Knowledge of recent developments in the world of human resources	*	
<b>Skills</b>		
Highly developed IT skills including Microsoft Office and use of specialist HR & payroll software systems	*	
Excellent communications skills	*	
Independent and highly organised in managing a complex workload, meeting deadlines and prioritising competing demands	*	



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Ability to produce policy and procedural documents in line with statutory requirements	*	
Ability to produce complex documentation to a high standard of accuracy and professionalism	*	
Excellent planning and organisation skills to meet deadlines	*	
Ability to analyse and solve problems	*	
<b>Personal Qualities</b>		
Able to work and stay calm under pressure	*	
Self-motivated and able to work with minimal supervision	*	
Commitment to working as part of a team	*	
Able to work in a confidential and professional manner	*	
Able to respect and uphold values of diversity and equality	*	