



Job Description

Section 1 - Description

Job Title: Human Resources Manager (HR Manager) 0.6FTE

Directorate: CEO's Office

Reports to: Chief Executive Officer

Grade: 6A - FTE Salary £39,885 pro rata for 21 hours £23,931

Date: October 2025

Section 2 - Job purpose

The Human Resources Manager will be a key member of the College Management Team, reporting directly to the Chief Executive Officer and supported by the HR Coordinator. The role is responsible for delivering high-quality HR advice, guidance, and support in alignment with College policy, best practice and current employment legislation. The post holder will be required to produce monthly reports of key employee data highlighting insights and trends with recommendations for actions where appropriate.

As a trusted advisor and cultural ambassador, the postholder will work closely with leadership and directorate teams to help shape and implement the College's strategic and operational plans, particularly in relation to our people and operational excellence

Additionally, the HR Manager will collaborate with the College Leadership Team (CLT) and the Senior Management Team (CSMT) to enhance learning and development across the College, fostering a high-performing, inclusive, diverse, agile, and flexible workforce. This will be achieved while advocating for and consistently demonstrating the College's values and behavioural framework.

The role will be worked over 3 full days (Tuesday, Wednesday and Friday) although consideration will be given to other options including half days. After the initial induction period which will be based on-site for the duration, the HR Manager is expected to work in College at least 2 days out of 3.



Section 3 - Organisation structure



Section 4 – Job dimensions

- HR management support for 120+ employees
- HR advice, guidance, and support to 30+ managers across the College
- Budget responsibility of circa £75K which includes recruitment, staff wellbeing and learning and development
- Direct line management of x1 HR Coordinator (1 x FTE)

Section 5 - Main responsibilities and role

- Responsible for the effective and efficient day-to-day operation of the HR function
- Work closely with the management team to provide support, guidance and leadership to promote an excellent working environment and help create a high-performance team mindset
- Work with the HR Coordinator to ensure the accurate provision of information to payroll.
- Lead the EDI staff working group, proactively supporting the College EDI activities and College values through the Behavioural Framework
- Work with the HR Coordinator, to ensure the HRIS is up to date and compliant
- Ensure that all HR documentation is legally up to date and reflects the needs of the College and create new policies where appropriate.
- Collect and analyse HR data from various sources, including HRIS, employee surveys, exit interviews, performance evaluations, and other relevant systems.
- Use data analysis techniques to identify trends, patterns, correlations, and insights related to HR metrics and key performance indicators (KPIs). Produce monthly reports using this data and provide recommendations for action where appropriate.
- Develop and maintain HR dashboards and reports to effectively communicate HR data and insights to all stakeholders.
- Provide technical advice, guidance and support on HR matters including conflict resolution, disciplinary, absence, grievance and performance management
- Support and develop line managers to ensure a fair and consistent approach is in place for the implementation of good practice, policies and procedures



- Work with line managers to identify employee learning and development needs and use these to shape the creation and delivery of an annual learning and development plan
- Oversee the recruitment process, providing guidance to the HR Coordinator and hiring managers throughout
- Actively promote and engage staff on matters relating to health and wellbeing
- Plan and oversee the annual appraisal process and reward and recognition programmes
- Plan and work within budget ensuring compliance with all financial procedures
- Work in partnership with the external HR Consultant and employment law advisors
- Build strong, respectful and lasting relationships with key stakeholders
- Support staff groups such as the Staff Engagement Team, Staff Recognition Scheme and those involved in supporting the equality, diversity and inclusion work
- Any other duties within the scope, spirit and purpose of the job as required and as directed by CEO

Section 6 - Planning and organising

The HR Manager is required to be both proactive and responsive and as such they will be required to plan independently to ensure all activities are delivered with diplomacy, discretion, tact, persuasiveness, consistently and to a high standard.

The post holder will be responsible for short, medium, and long-term meticulous and time sensitive planning and coordinating HR activities in partnership with a wide range of internal and external stakeholders.

The HR Manager will successfully develop and implement a range of people centric plans in line with the college strategy to create and maintain an excellent, high-performance, working environment.

Section 6 - Decision making

The post holder will have a high level of responsibility and will be expected to take decisions independently, but in line with College Policy, directly relating to their core function as required. Decisions relating to policy changes must be approved by the CEO.

Section 7 - Knowledge, experience and skills required

The post holder will require the following:

- HRM or Business degree graduate and CIPD qualified
- Minimum of five years' experience as Human Resources Manager with demonstrable evidence of positively managing a wide range of employee relations issues



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- Experience of working efficiently and effectively with HRIS, preferably Moorepay HR regarding compliance and reporting
- Ability to think strategically and deliver operationally
- Outstanding communication skills both written and verbal, with a track record of effectively communicating complex information to a variety of audiences
- Enterprising mindset with an ability to innovate; be proactive, responsive, resourceful, and resilient
- Proactive approach to own learning and CPD, ensuring always up to date with legal requirements and best practice
- Strong influencing, persuasiveness, relationship building and negotiation skills
- Excellent interpersonal skills; diplomacy, discretion, and tact
- A sense of urgency, and a passion to deliver an outstanding service
- Demonstrable ability to manage multiple projects
- Highly competent in Microsoft Office
- An understanding of and commitment to the purpose and values of the College with the professionalism to act as an ambassador for the College