

## Human Resources Business Officer

<b>Reporting to</b>	Director of Policy and Public Affairs.
<b>Contract</b>	Full time, fixed-term 1 September 2022 to 31 August 2023, with the possibility of becoming a permanent role.
<b>Salary</b>	£34,641 – £38,457 per annum (pay award pending).
<b>Benefits</b>	28 days annual leave plus 8 public holidays and up to 5 discretionary days, access to a defined benefit pension scheme (LGPS option), flexible working options, salary sacrifice schemes such as childcare vouchers, free car parking.
<b>Location</b>	A combination of home-based and office working (Cardiff).
<b>Hours</b>	37 hours per week.

## Main Purpose of Role

---

ColegauCymru is a membership organisation that represents the interests of the FE sector in Wales. ColegauCymru operates mechanisms through which FE colleges negotiate with trade unions on pay and workforce matters.

FE colleges develop common positions through the ColegauCymru Principals' Forum and HR Directors Network. These are then negotiated with trade unions through the Wales Negotiations Committee Further Education (WNCFE), comprising representatives of ColegauCymru and trade unions. Negotiations in the WNCFE are subject to a National Recognition and Procedure Agreement between ColegauCymru and recognised trade unions.

The Human Resources Business Officer will act as fulcrum between the ColegauCymru negotiating mechanisms and its members. This will enable ColegauCymru to better understand and represent the FE sector's interests.

The main purposes of the role are:

- To co-ordinate mechanisms and processes that support the ColegauCymru function as a negotiating body.
- To cohere the inputs and views of FE colleges to negotiations with trade unions so that ColegauCymru can develop well-founded, fit for purpose, robust and timely proposals.
- To create, edit and maintain documents discussed and agreed with trade unions.

## Main Duties

---

- To support the FE sector to pro-actively identify and progress employment related issues through the ColegauCymru negotiating function.
- To facilitate the sharing of information about HR and employment matters across the FE sector.
- To review and provide advice to the HR Directors Network and the Principals' Forum on the details of proposals suggested by trade unions.
- To support the review and development of existing and new contracts, policies, guidelines, procedures, agreements and similar documents, in consultation with the ColegauCymru membership.
- To develop and maintain a forensic knowledge of contracts, policies, guidelines, procedures, agreements and similar documents agreed with trade unions.
- To maintain the editorial integrity of contracts, policies, guidelines, procedures, agreements and similar documents agreed with trade unions.
- To support the pay negotiations process and related matters.
- To set up, co-ordinate and take notes of meetings of the WNCFE, the HR Directors Network, bespoke groups established to develop draft policies/procedures etc, and other relevant networks/groups.
- To facilitate reviews of the effectiveness of ColegauCymru networks and groups that support HR and employment matters.
- To support the organisation's involvement in initiatives relating to the development of professional standards and learning in staffing working in the post-16 sector
- To co-ordinate the creation of proposals for external funding to support projects and initiatives.
- To monitor and manage the delivery of projects, liaise with funders as needed, and to produce monitoring and evaluative reports.
- To take on other reasonable tasks as directed by line manager or Chief Executive.

## Key Relationships

---

- The postholder will establish good working relationships with a broad range of internal and external stakeholders including, Principals and HR Directors of FE colleges, the entire ColegauCymru staff, Welsh Government officials, trade union representatives and others.
- ColegauCymru will identify a suitable HR Director who will be able to act as a sounding board and professional advice for the postholder. The postholder will be expected to develop a strong relationship with this person.
- The postholder will also need to develop a strong working relationship with the Chair of the HR Directors Network.

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder, it may be varied to reflect changes in the job.*

**19 July 2022**

## Person Specification

---

The knowledge, skills and experience ColegauCymru is seeking to recruit are summarised below.

<b>Essential Criteria</b>
Education to degree level, CIPD Level 5 certification or above, or equivalent experience.
A good foundation and understand of HR theory and collective bargaining mechanisms.
Experience of providing advice on HR policies and procedures, employment framework contracts, employment law and employee relations issues.
Prior knowledge of, or proven ability to quickly understand, employment contracts and context within the post compulsory education sector.
Good written, verbal, listening and communication skills with the ability to tailor style and approach to suit a variety of audiences and purposes.
Attention to detail, ability to understand and assimilate large amounts of new information quickly and explain its implications to other people.
Ability to manage own time effectively and assume responsibility, able to remain calm and work under pressure, understand and respect competing points of view, and contribute to the resolution of differences of opinion and problems.
Excellent interpersonal and liaison skills and ability to form and maintain effective working relationships a wide range of stakeholders.
A good organiser who can co-ordinate and enhance operational processes.
Experience of developing proposals for grant funding and project management.
Excellent IT skills specifically MS Office; particularly Word, Excel, Outlook and Teams.
<b>Desirable Criteria</b>
Experience of working in the post compulsory education sector.
Welsh language skills.
Project management qualification.

## Other Requirements

---

In addition, the postholder will be expected to work flexibly in accordance with work requirements including travel and occasional evening and weekend work. They will show an active commitment to valuing diversity and equality and always recognise and uphold confidentiality.

## Welsh Language Skills

---

All employees must comply with the requirements of the organisation's Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public.

The following list of language requirements represents an objective assessment of the Welsh language skills required to undertake the duties of this post. ColegauCymru welcomes applications in Welsh and English.

Desirable Welsh Language Skills	
Reading	An understanding of work-related material.
Speaking	Can speak a moderate level of Welsh.
Understanding	Can understand some work-related conversations.
Writing	Can answer simple emails or queries.