



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Human Resources Manager (Operations), Human Resources



Salary: Grade 8 (£41,526 – £49,553 p.a.)

Reference: CSHRS1062

We will consider flexible working arrangements

Human Resources Manager (Operations)

Human Resources

Do you have experience of delivering an efficient and high quality service to support operational and strategic objectives? Can you demonstrate effective relationship management and influencing skills? Do you want to bring your knowledge of HR best practice to one of the largest higher education institutions in the UK and join a HR team committed to delivering an ever-improving service?

Our University is renowned globally for the quality of its teaching and research, and has an ambitious vision for the future. The HR team has a significant part to play in championing and supporting the delivery of that vision.

Reporting to the Director of Human Resources: HR Service & Organisational Change, you will lead the HR Operations team which comprises the Systems & Admin Team and the Management Information Team – approximately 25 people in total. The HR Systems & Admin Team has responsibility for administering payroll details and liaising with the payroll team (based in Finance) regarding pay runs, contract generation, and the advertising of jobs using internal and external channels; the Management Information team provides data and returns to meet internal and external reporting requirements, as well as the management of HR systems.

This is a key role in the HR service. You will work closely with HR teams across the service, maintaining effective relationships and agreeing and monitoring service standards. You will ensure the accuracy and integrity of our data, and develop robust processes and controls to maintain integrity and ensure compliance.

We are currently reviewing our processes and practices, and moving towards underpinning more of our activity with effective use of technology. As HR Manager (Operations) you will contribute to the development of our procedures, and the systems design, development and maintenance to support HR processes. You will be responsible for embedding subsequent new practices across the HR Operations team.

With an Advanced (Level 7) CIPD qualification (or equivalent), you will also have experience of leading the delivery of a high quality, customer focused service in a changing environment, as well as excellent interpersonal and communication skills. You will also have excellent problem solving skills with the ability to analyse and



interpret data to identify the optimal course of action, and assess the impact of changes across a broad range of systems and processes.

What does the role entail?

As a Human Resources Manager (Operations) your duties will include:

- Responsibility for the delivery and review of administrative and HR payroll processes that span the employee life cycle;
- Working closely with HR colleagues to lead the implementation and adoption of system developments and any associated changes to procedures, ensuring that the training and development of team members takes place;
- Overseeing the production of regular and ad-hoc management information and analysis to inform strategic planning and decision making;
- Ensuring that data for statutory returns is produced in a timely manner, working with HR, Payroll and IT colleagues to ensure continued compliance with external regulations;
- Overseeing the quality assurance of data input, recommending and implementing changes in practice to prevent the occurrence of issues;
- Maintaining an oversight of HR systems, ensuring effective implementation of changes;
- Leading the HR response to internal and external audits, in particular working closely with the Faculty and Service based HR teams to ensure that our internal processes meet audit standards;
- Leading and developing the team, setting and monitoring priorities and objectives, and providing training, coaching and mentoring to ensure the service we deliver is continually improving;
- Acting as an advocate for the whole HR Directorate, working to promote and deliver the wider workforce agenda including equality and inclusion, organisational development and professional learning, wellbeing, safety and health;
- Building effective networks, within the University and beyond, to maintain oversight of our operating environment and develop good practice, with membership of committees and working groups as required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Human Resources Manager (Operations) you will have:

- Level 7 Advanced CIPD status or equivalent;
- Experience of delivering a high quality, customer focused service, across a complex and changing organisation;
- Effective interpersonal skills and personal and professional credibility to influence and have a positive impact at all levels of the organisation;
- Experience of building and maintaining effective relationships and alliances within HR and across the wider organisation;
- The ability to assess and interpret data; to understand the strategic and cultural context and anticipate workforce implications and risks;
- Excellent problem solving skills with the ability to analyse and interpret data to identify the optimal course of action;
- Experience that demonstrates your ability to work collaboratively as a member of a team, taking an active lead role on behalf of others;
- A track record of leading and delivering through others in a line management capacity and by working in partnership with those in other teams;
- Experience of and a strong commitment to service excellence and continuous service improvement;
- The ability to adapt and be resilient when faced with the demands of delivering a complex role in a busy and dynamic environment;
- A proven commitment to your own personal and professional development, demonstrating self-awareness and an ability to reflect and adapt.

You may also have:

- Experience of using SAP;
- Experience of designing, implementing and managing internal audit, quality assurance and compliance activities.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Linda Mortimer Pine, Director of Human Resources: HR Service & Organisational Change

Tel: +44 (0)113 343 4192

Email: l.mortimer-pine@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

