

**WE'RE HERE TO MAKE
STUDENT LIFE BETTER AT
ROYAL HOLLOWAY**



**RECRUITMENT PACK:
HR MANAGER**

Welcome.

Thank you for your interest in joining Royal Holloway Students' Union (RHSU).

Working in a students' union is a unique experience where a collection of like-minded individuals come together to champion students' interests.

If you're passionate about being part of an organisation that challenges the status quo to deliver real change and unforgettable experiences, you've come to the right place. Whether it's offering helpful advice on that niggling academic issue, campaigning for changes on campus, or laying on great events and extracurricular opportunities, we cover a lot of bases.

By downloading this pack, you've already taken the first step towards joining our mission of making student life better at Royal Holloway. Being part of our new strategy in Building Community, Leading Change you can play a key role in helping us to deliver on our mission and having a real impact on student's lives.

The rest of the pack covers everything about the SU including how we work, our generous benefits package, and the strategy that drives us forward as an organisation. If you like the sound of what we have to offer, we look forward to hearing from you!



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A bit about us.

The Students' Union is a student-led organisation that represents 13,000+ students across our Egham and Central London campuses. The activities and services we offer are really wide-ranging and include things like supporting 160 student-led Communities, and ensuring we represent students' academic interests. We offer free and independent advice through our professional Advice Centre, put on loads of free events with our Give It A Go programme, and run a shop, a pub, a couple of bars and a nightclub to fulfil students' social life on campus.

We're a charity (charity no: 1141998) registered with the Charity Commission. Why does this matter? Well it means that any profit we make through our commercial or membership services gets reinvested into services that help students during their time at Royal Holloway. That covers everything from funding societies to running national voter registration drives.

We're independent from the University.

While we work really closely with departments from all across the University, we are an independent organisation. This is important for several reasons, but mainly it means that if students have a problem while studying - whether that is their course, accommodation, or other issues, they can come and talk to us. And they can do this in the confidence that we can take up the issue with the University and help to resolve it.



Our leadership.

We're a democratic, membership organisation and all students at Royal Holloway are automatically members of the Union. Overall legal responsibility for the Students' Union rests with our Board of Trustees which is made up of four full-time sabbatical officers, three student trustees and five lay trustees.

The sabbatical officers are elected each year by, and from, the student membership of the University. They take a year out of their studies (or immediately after graduating) to take on a full-time paid staff role and to serve as a trustee.

The President of the Union (one of the four sabbatical officers) is the Chair of the Board of Trustees. They are responsible for chairing the meetings of the Board, leading the performance management of the Chief Executive and acting as lead ambassador of the Union to external stakeholders and the wider public.

Board of Trustees.

President and Chair of the Board	Sharanya Sivarajah
Vice President Education	Madelaine Gray
Vice President Wellbeing & Diversity	Olivia Davies
Vice President Societies & Sport	Bana Asqalan
Student Trustees	Oliver Case Tomasz Ostrowski Eleanor Wooller
Lay Trustees	Lydia Halls Mike Johnson Rory Shanks Nicholas Yassukovich

Our management.

Acting as Secretary to the Board of Trustees, it is the role of the Chief Executive to ensure effective and efficient strategic and operational leadership of RHSU.

In conjunction with the President, the position must balance the need to drive and deliver sustainable income streams with ensuring continuous improvement of student satisfaction, engagement and representation. The role works closely with the elected officers supporting them to ensure that the vision, goals and core values of the Students' Union are achieved.

The Chief Executive is supported by a professional Senior Leadership Team which has specific responsibilities for implementing the day-to-day management of the Union.

We employ a full-time team of c.50 permanent staff and 300 student staff. Last year, we paid over £800k into students' pockets through employment opportunities with us.

Our finances.

The Students' Union has two main sources of income – an annual grant from the University and the income generated through our Commercial Services. We are a charity and a not-for-profit organisation. All surplus generated within the organisation is reinvested into the facilities and services provided across the organisation for our members.

We represent students.

Leading on research and insight that can positively influence students' academic and co-curricular student experience, we ensure effective representation locally, regionally and nationally. Our sabbatical officers sit on University committees and engage with key stakeholders to ensure we build stronger student voice and advocate for students.

Our departments.

We have three distinct departments: Community Engagement; Commercial Services; Finance and Resources.

Community Engagement.

Forming the backbone of the organisation, Community Engagement includes Student Opportunities, Student Voice, the Advice Centre, and the Union Helpdesk.

This is a wide-ranging area that encompasses academic representation, elections, and supporting our 160 student-led Communities which range from societies, media outlets and sports clubs to our inclusion and academic communities.

Commercial Services.

We operate a range of commercial services to enhance student experience on campus: the SU Venue, Medicine, The Packhorse, and the Union Shop.

These services enable us to employ over 300 student staff who gain valuable transferable skills, as well as lifelong friendships.

We also run a weekly Market Day during term time featuring fresh fruit and veg, bread and pastries, and a range of international street food stalls.

Finance and Resources.

This department is responsible for everything from finance and processing our £6m annual turnover, to our people and culture team, and the recruitment and engagement of our permanent and student staff workforce, to broader compliance and IT infrastructure.

Our 24-25 officers.

Every year the student body elects four sabbatical officers to work full-time in the Students' Union for a year.

They work on a range of issues relating to student life, listening to student thoughts and opinions while running campaigns and working with the relevant people and bodies to implement positive policy changes.

Each officer has a portfolio area that sees them take on responsibility for a different area within the organisation, together deciding its strategic direction.



Sharanya Sivarajah President

The Students' Union President is the Chair of the Board of Trustees, sits on the highest decision-making committee at Royal Holloway, College Council, and is the figurehead of the Students' Union.



Madelaine Gray VP Education

Not only is the Vice President Education the Deputy President of the Students' Union but they also sit on a number of high-level committees including Academic Board where the academic strategy of the University is decided.



Olivia Davies VP Wellbeing & Diversity

With a focus on liberation campaigns, mental and physical health provision and general wellbeing issues, the Vice President Wellbeing & Diversity is a key voice for campaigning on campus.



Bana Asqalan VP Societies & Sport

The Vice President Societies & Sport has joint overall responsibility for developing the support the Students' Union offers to student groups on campus.

Our strategy.

Our overall mission is to make student life better at Royal Holloway but how do we achieve this?

We are excited to launch our brand new strategy
Building Community, Leading Change for 2024-2027.

Strategic Aims:

- Building Communities for all Students
- Building Stronger Student Voice and Representation
- Providing Inclusive Activity and Spaces
- Providing Advice and Advocating for Students

Enabling Themes:

- People and Culture
- Physical and Digital Infrastructure
- Well-Governed and Sustainable

Enabling our purpose and strategic aims, these areas form the backbone of our plan. Firstly, we must recruit great people who share our values and believe in our mission, fostering a collaborative and inclusive culture. Next, we must get our governance in order and invest in our physical and digital infrastructure to ensure it is fit for purpose. We also need to think sustainably in our everyday practices to ensure RHSU and the environment can thrive for years to come.

Want to read more about our strategy? Head to su.rhul.ac.uk/strategy.



Our values.

Our core values guide our work and behaviours and we're proud to be an organisation that challenges the status quo, whilst being a fun place to work.

Student focused.

We understand without doubt that we exist for our members. We make sure we know how their needs are changing. We adapt.

High quality.

Quality is fundamental to achieving results. We go above and beyond expectations. We channel our energy into making things better and change or stop things that aren't working.

Inclusive.

We champion and celebrate the importance of diversity, equality and liberation consistently through our work. We are ambassadors for our organisation and speak out if something is not right.

Brave.

We embrace change and opportunity and we are not afraid to try new things. We are ambitious and constantly look for new approaches to doing things.

Trustworthy.

We make decisions based on our values and take responsibility for them, admitting if we get something wrong. We communicate with integrity, even when the message might be difficult.

STAFF BENEFITS

Get that work-life balance right.

FINANCIAL WELLBEING

We provide tools for financial planning, early access to earnings, overdraft support, and employee discounts.

- Life assurance - 4 x Salary
- Season ticket loan
- Breakfast, tea & coffee provision
- Wagestream - Financial support platform
- Discounts through UniDays, StudentBeans, Wagestream and Westfield

PROFESSIONAL DEVELOPMENT

We fund various personal and professional development options to help you thrive.

- Short training courses
- Accredited qualifications
- Online learning & reading materials
- Conferences & presentations
- Mentoring & coaching
- Shadowing colleagues
- Project leadership & volunteering

Plus: Free Open University and RHUL courses available!

PERKS

We offer many extra perks!

- RHSU loyalty scheme & 10% off food in our venues
- Free parking
- Cycle to work scheme
- Tech scheme
- Summer & Winter celebration events

ALLOWANCES

We offer allowances to support your life outside work, from enhanced parental leave to time off for significant life events.

- Enhanced family leave: Maternity, Paternity, Adoption
- Enhanced statutory leave provisions
- Relocation allowance

LEAVE & TIME-OFF

We value time away to rest and recharge, offering generous, flexible leave for you and your family. Staff can also use bank holidays flexibly to celebrate faith or cultural events.

- 22-27 days annual leave + 8 bank holidays
- Discretionary leave during winter
- Annual leave purchase scheme

WORK LIFE BALANCE

We're committed to a healthy work-life balance, offering flexible hours, hybrid work options, and supportive leave so you can succeed at work and enjoy life outside of it.

- Birthday day off
- Hybrid working
- Flexible summer working
- Development leave

HEALTH & WELLBEING

Your health and wellbeing are our priority. We provide tools to help you reach your personal wellness goal.

- Employee assistance programme
- Health cash plan via Westfield
- Gym discounts via Westfield



Our structure.

Senior Management Team

Senior Leadership Team

Chief Executive Officer

Tony Logan

Chief Operating Officer

Max Ross

Head of Finance & Resources

Min Chauhan

Head of Community Engagement

Dan Curran

Deputy Head of Venue Operations

Frankie Foley

Vacant

*Chart shows permanent staff team only

Staff Team



COMMUNITY ENGAGEMENT

>> Student Opportunities.

Student Opportunities Manager

Societies Coordinator

Sports Clubs Coordinator

Helpdesk Coordinator

Student Opportunities Project Coordinator

>> Student Voice.

Change & Insight Manager

Academic Communities Coordinator

Community Engagement Coordinator

Research & Insight Coordinator

>> Advice Centre.

Advice Centre Manager

Graduate Advisor (x2)

>> Marketing & Communications.

Marketing & Communications Manager

Senior Design & Digital Coordinator

Senior Communications Coordinator

Advertising & Media Sales Coordinator

Graphic Designer

COMMERCIAL SERVICES

>> Entertainment & Events.

Entertainment & Events Manager

Membership Events Coordinator

Venue Technician

>> Licensed.

Venues Manager

Venues Assistant Manager (x2)

The Packhorse General Manager

The Packhorse Deputy Manager

The Packhorse Grill Chef

Trading Services Admin Assistant

>> Retail.

Union Shop Manager

Union Shop Deputy Manager (x2)

Union Shop Duty Manager

Administration Coordinator

Union Shop Assistant (x3)

>> Premises.

Facilities and Maintenance Assistant

FINANCE AND RESOURCES

>> Finance.

Senior Finance Coordinator

Finance Coordinator (x2)

>> Human Resources.

Interim HR Manager

Senior HR Advisor

HR & Training Coordinator

HR Coordinator

A LITTLE ABOUT US

900

EVENTS HELD ACROSS OUR VENUES

161

SOCIETIES AND SPORTS CLUBS

4065

STUDENT GROUP MEMBERS

298

ACADEMIC REPS

749

STUDENT CASES DEALT WITH BY OUR ADVICE CENTRE

300+

STUDENT STAFF

50

PERMANENT STAFF

£808,021

01/08/23 - 31/07/24

PAID TO STUDENT STAFF, PUTTING MONEY STRAIGHT BACK INTO THEIR POCKETS

CONGRATS!

171

AWARDS HANDED OUT ACROSS COLOURS BALL SOCIETY AWARDS, AND REP AWARDS

12,822 votes cast in the Leadership Elections

86%

Staff say they can work flexibly when appropriate

87%

Staff feel colleagues trust and respect each other

89%

Staff feel that their work contributes to the organisation's performance

89%

Staff agree it's common practice for experienced colleagues to coach and mentor new starters

87%

Staff feel they are treated with fairness, respect and dignity at work

Results taken from our 2024 Employee Engagement Survey

HR Manager

Responsible To: Head of Finance and Resources

Responsible For: Senior HR Advisor
HR & Training Coordinator (0.67 FTE)
HR Administrator

Contract Type: Permanent

Hours of Work: 35 hours per week (excluding lunch breaks) Monday-Friday, 60% in the office. Hours can be arranged in line with RHSU's flexible working approach and to suit the needs of the organisation.

Salary: £50,427

Purpose of Role: To oversee the delivery of RHSU's Human Resources service provision, provide operational advice, guidance and support to RHSU on all people-related practices to ensure both compliance and continuous improvement.

Support the implementation of new HR processes, support capability building amongst the HR team and line managers and manage Payroll preparation from the HR perspective.

Strategic Alignment: The role will make a significant contribution to the overall strategic success of the organisation, by supporting the interim transition period in the Senior Management team and ensuring the people-related operational processes run smoothly during the transition period.

The role will play a key part in developing work and projects related to our new strategic enabler of People and Culture.

Key Deliverables.

Operational

- Lead on the operational implementation of processes on the integrated HR, Payroll and Scheduling systems, paying particular attention to the HR team's upskilling and supporting them in becoming Subject Matter experts.
- Act as a subject matter expert in RHSU's technological HR infrastructure and a HR System Lead, whilst collaborating with the Payroll and Scheduling SME's to ensure smooth operation of the integrated system and maintenance of the integrity of the system's build and configuration.
- Provide leadership and sound HR knowledge and support across the organisation on a range of complex issues, supporting staff in all areas relating to recruitment, performance management, pay and benefits, employee relations, and people development.
- Manage any employee relations issues as raised and offer recommendations for disciplinary action, grievances and performance improvement,
- Develop, implement and review HR policies and procedures aligned with the Students' Union strategic objectives.
- Oversight recruitment and the entire people lifecycle from pre-boarding to off-boarding.
- Work with the Payroll consultant to prepare the organisation's payroll and ensure adherence to the Pay Policy.
- Work as a key HR stakeholder to the Senior Management Team to influence and/or deliver key projects that emerge through the HR team or the Senior Team.
- Ensure compliance with employment legislation and equality act.
- Implement wellbeing initiatives to support staff mental and physical health.

People Management & Development

- Partner with managers across the organisation to build managerial capacity and support high-performing teams, championing effective use of the performance management process and ensuring that staff across the organisation are well supported in their professional development.
- Oversee the annual employee engagement survey, ensuring that findings are comprehensively analysed and communicated and that action plans for improvement are developed and implemented.

- Lead and develop the HR team ensuring the highest standards of support are provided to the organisation.
- Design management training to upskill staff managers
- Foster an inclusive culture that celebrates diversity and promotes equality.

IT & GDPR

- Help to maintain the organisation's Teams sites, with specific accountability for the HR-related engagement and resource areas and membership status of new team members to relevant sites/channels.
- Responsible for IT asset management and deployment (laptops, mobile phones, screens).
- Act as the main point of contact for the university's IT department for day-to-day operations.
- Ensure all employee records are accurately maintained across RHSU systems
- Working with the CEO, as the designated Data Protection Officer, to coordinate any relevant Subject Access Requests (SAR) received by RHSU and ensure process is aligned to legislation and accurate records maintained.
- Act as GDPR champion for RHSU, working with the Senior Management Team to ensure GDPR principles are understood and embedded in our work.

Staff & Financial Responsibilities

- Supervise and/or manage team members in line with the organisation's policies and procedures, supporting them to grow personally and professionally.
- Manage a departmental budget in line with the organisation's scheme of delegation and financial procedures.
- Oversee the administration of Payroll in collaboration with the Finance Department.
- Manage external HR consultancy relationships and legal advice services.
- Develop cost-effective training programs that maximise staff development opportunities.
- Ensure HR expenditure delivers measurable value to the organisation.
- Coordinate with Finance to ensure accurate forecasting of personnel costs.

Organisation Wide Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Person Specification.

EDUCATION AND TRAINING

ESSENTIAL DESIRABLE

Degree or equivalent experience with professional qualification	X	
CIPD qualified level 7 (or working towards)	X	

EXPERIENCE & KNOWLEDGE

An in-depth HR generalist, experienced at a middle management level with an excellent understanding of building and improving processes.	X	
Proven experience in change management programmes (i.e. restructuring, redundancies, cultural change).	X	
Excellent knowledge of employment law, including an awareness of, and compliance with, GDPR and data protection legislation.	X	
Experience of managing Employee Relations issues, particularly Performance and Health Management cases.		X
Experience of managing people to deliver results.		X
Experience of operational delivery of the people and development agenda covering recruitment, performance management, employee relations, employee engagement, organisational change and development.	X	

SKILLS AND ABILITIES

Solutions-oriented mindset which understands the big picture and balances the needs of the organisation against the needs of individual staff members in a fair and equitable way.	X	
Action oriented self-starter who can take responsibility for an entire project or process and ensure effective implementation.	X	
People-oriented, friendly and approachable.	X	
Strong attention to detail with the ability to work accurately at pace.	X	
Excellent verbal and written communication skills.	X	
Excellent IT knowledge with an ability to understand digital systems and recognise where efficiencies can be made.	X	

VALUES, ATTITUDES & PERSONAL STYLE

We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:

Student Focused: everything we do will have students at the heart of it.	X	
High Quality: your expectations are high & we must exceed them	X	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible.	X	
Brave: we should be bold and not afraid to challenge the status quo.	X	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do.	X	

Next steps.

Simply head over to su.rhul.ac.uk/jobs, navigate to the role you'd like to apply for and fill in your contact details. Remember to add your CV and covering letter at this point when requested by the system.

We can't accept any applications that are sent direct by email so you need to ensure it all goes through our online portal. After applying we'll be in contact via email using the address you used when filling in the application form.

Finally, we wish you the best of luck in your application. If you have any questions, you can email us at surecruitment@su.rhul.ac.uk.

The legal stuff.

All positions are subject to applicants making themselves available to attend interviews, inductions and training days.

Successful applicants will need to submit proof of eligibility to work in the UK before employment. The document submitted will be photocopied and held in accordance with the Data Protection Act 2018 and UK GDPR. This will be done after an offer of employment is made.



Data protection when applying for a role at RHSU.

We're committed to data protection and it's important to know what's happening with your data when you apply for a job role. That means we'll only use the information you supply for the purposes of progressing your application (or to fulfil legal or regulatory requirements if necessary) and we'll never share your information with any third parties for marketing purposes or store it outside of the European Economic Area.

For detailed information on data protection during the recruitment process head over to su.rhul.ac.uk/privacy.

Equal opportunities.

We're committed to ensuring our workforce accurately reflects the diversity of the world we live in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

All candidates will be treated equally and all appointments made on merit. If you have any questions about any of the roles, please don't hesitate to get in touch with us at surecruitment@su.rhul.ac.uk.