



## Further Education College Clerk Development and Training Programme Resource Pack

### Module 11: Human Resources Executive Summary

The **purpose** of this module is to explore the interface between governance and the HR function and the role of the clerk. It looks at the corporation's legal responsibilities as the employer; suggests what might constitute best practice; and distinguishes between its responsibilities towards senior post-holders (SPHs), non-SPHs and other types of worker.

**Section 1** explains the role of the corporation as the employer.

**Section 2** sets out the employment relationship, HR policies and procedures. It includes information on recruitment, reward and performance management, health and safety, equality and safeguarding, and creating the college as a 'learning organisation' to enhance the capabilities of staff.

**Section 3** explains the background to the concept of senior post holder.

**Section 4** refers to the management of the employment relationship, i.e. terms and conditions of employment; matters arising from that employment; pay bargaining; and two-way communication mechanisms between employees and the employer.

**Section 5** covers the corporation's role in establishing the disciplinary, grievance and suspension procedures, and the distinction between SPHs and other staff.