

## BISHOP GROSSETESTE UNIVERSITY

### JOB DESCRIPTION

<b>Job Title:</b>	Director of Human Resources
<b>School/Department:</b>	Resources
<b>Remuneration Level:</b>	Grade 9
<b>Reporting to:</b>	Chief Operating Officer
<b>Contacts:</b>	Direct reports, Vice Chancellors Executive Group, Senior Management Group, University Council members, trade unions, professional networks

#### **Purpose of the Role**

The Director of HR is the strategic lead on all HR matters and is responsible for the achievement of the University's strategic aims through its people. The post holder will lead and manage the HR Department to ensure the delivery of an effective HR service for the University.

Responsible for articulating and leading the alignment of the University and People Strategy, and oversee all HR processes including succession planning, recruitment, performance management, staff development and reward and recognition policies to support this.

#### **Main Responsibilities**

The main duties of the post are as follows:

1. Play a key role in the strategic leadership and management of the University and undertake University-wide senior management functions that are appropriate to the role. In particular, take responsibility and accountability for the University's People Strategy to support the University's vision and strategic aims.
2. Key advisor to the Vice Chancellor and senior staff on all aspects of Human Resources.
3. Contribute to the University strategic planning and decision making, advising on HR implications and identifying risks and opportunities.
4. Work supportively and collaboratively with senior colleagues across the University to effectively support, deliver and enhance the staff and student experience and to disseminate best practice in relation to effective processes.
5. Chair, attend or be a member of committees of the University as required in order to provide specialist input and knowledge of current developments and external policies. Specifically, People and Inclusion Committee, Remuneration Committee and Finance, Employment & General Purposes Committee.
6. Convene and lead internal networks which support the development of specific services and projects.

7. Take a strategic lead on major University wide projects or initiatives e.g. leadership development.
8. Support the University in the development and implementation of staff engagement and communication including staff engagement surveys.
9. Represent the University on appropriate external bodies and be an active member of relevant professional networks to ensure influence over key agendas, enhance reputation, contribute to maintaining the profile of the University and share and learn from best practice across the sector. This will include relationships with UCEA, UHR, GuildHE, ECU etc.
10. Ensure constructive relationships with the recognised Trade Unions.
11. Provide professional and strategic leadership of staff in the Department and to ensure that effective recruitment, induction, support, development and training procedures are in place to enable staff to fulfil their potential and meet best practice in their professional areas.
12. Take a lead role in the development and advancement of staff across the University ensuring that workforce planning is undertaken to inform decision making and plan resources effectively.
13. Manage budgets appropriately and ensure value for money in all business decisions.
14. Undertake any other reasonable duties commensurate with the grade of the post as may be directed by the Vice-Chancellor or Chief Operating Officer.

**Health and Safety**

Comply with the University's Health and Safety Policy, legislation and practice.

**Performance monitoring and review**

To agree objectives and targets with Line Manager and participate in the staff performance review process.

**Limits of Authority**

Must operate within the guideline, procedures and regulations of the University

Must operate within the University's Financial Regulations, Diversity & Equality Policy and other relevant University policies.

**PERSON SPECIFICATION**

**DIRECTOR OF HUMAN RESOURCES**

	<b>Core</b>	<b>Supplementary</b>
<b>Education/ Qualifications and Special Training</b>	<p>Suitable degree level qualification or equivalent.</p> <p>Membership of Chartered Institute of Personnel and Development.</p>	<p>Post graduate Management/Business qualification.</p>
<b>Knowledge and Skills</b>	<p>Effective interpersonal and presentation skills including the ability to convey complex and sensitive information of a technical nature to a wide range of stakeholders and audiences.</p> <p>Strength and quality of leadership and personal skills required to develop and lead an effective and motivated team.</p> <p>In-depth knowledge of UK employment law.</p> <p>Understanding of the importance of good HR data quality in supporting decision-making.</p> <p>Outstanding communication skills, both written and verbal.</p> <p>Strong interpersonal skills, including the ability to influence, persuade, negotiate and network.</p>	<p>Understanding the current and changing HE sector.</p> <p>Strong financial/budgetary management and financial forecasting/reporting experience.</p> <p>Business planning and project management skills.</p> <p>Coaching and mentoring skills.</p>
<b>Experience</b>	<p>Minimum of 3 years post qualification experience in a similar role.</p> <p>Significant senior experience in a complex organisation and of working at both a strategic and operational level.</p> <p>Experience of managing a high performing team of HR professionals.</p>	<p>Experience in Higher Education.</p> <p>Experience of representing an organisation externally, regionally and nationally.</p>

	<b>Core</b>	<b>Supplementary</b>
	<p>Substantial experience of working with and influencing senior management.</p> <p>Experience of HR in a unionised environment.</p> <p>Track record of supporting and enabling change management.</p>	
<b>Personal Attributes</b>	<p>High standards of personal and professional integrity including high level of probity, diplomacy and confidentiality.</p> <p>Driven to achieve results.</p> <p>Able to work collaboratively at all levels within the University and externally.</p>	

For further information about the University please visit [www.bishopg.ac.uk](http://www.bishopg.ac.uk)