

### A. Position Details

Title of Post	<b>Head of Human Resources</b>
Responsible to:	<b>Director of Business Intelligence, Information Systems &amp; People</b>
Grade	Scale Director 3 (Bar)
Salary	£83,615 – £90,960 (Subject to performance)
Responsible for:	<p>This is a Senior Management role within the College Senior Leadership Team (CSLT) contributing to the strategic, operational management, development and performance of all aspects of college operations.</p> <p>Leading and managing the Human Resources Operations function to deliver a responsive, high-quality and customer-focused service across the College Group.</p> <p>Operational oversight of recruitment, onboarding, HR systems, equality, diversity and inclusion, wellbeing initiatives, safeguarding compliance, workforce data and HR transactional services.</p> <p>Developing and implementing recruitment and induction processes that attract, retain and engage talented and diverse colleagues who are committed to supporting student success</p> <p>Managing HR operational budgets and supporting the monitoring of staffing establishments and workforce expenditure</p> <p>Leading projects and initiatives that enhance service delivery, improve employee experience and support organisational effectiveness</p>

### B. Purpose of the Job

<b>Strategic Leadership</b>	<p>Lead the development, implementation and evaluation of the College's People Strategy, Workforce Plan and Organisational Development Framework, ensuring alignment with the Strategic Plan, curriculum priorities, financial sustainability and student outcomes.</p> <p>Lead the implementation and evaluation of initiatives that strengthen workforce capability, succession planning and employee engagement.</p> <p>Use workforce intelligence, HR metrics and sector best practice to inform decision-making, identify emerging trends and drive continuous improvement</p> <p>Lead workforce planning to ensure the College has the capacity, capability and talent required to deliver curriculum growth, quality improvement and organisational priorities</p>
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Provide professional HR advice and reports to the Strategic Leadership Team, CSLT, Committees and Governing Body on workforce matters, organisational risk and emerging sector developments.

Horizon scan national policy developments, labour market trends and sector initiatives to inform strategic decision making

Champion a culture that reflects the College's values, ensuring that colleagues feel valued, supported and empowered to contribute to an inclusive learning environment where students are placed at the centre of decision-making

Support organisational change, restructures and transformation programmes, ensuring effective consultation, communication and implementation including trade union partners

Develop and maintain effective and productive relationships with recognised trade unions, promoting meaningful consultation, partnership working and positive industrial relations.

Ensure that governors are well informed and that you adhere to the FE Code of Good Governance in all reporting to the corporation.

### **Partnerships**

Develop and maintain effective working relationships with senior leaders, managers, trade union representatives and external partners to support the delivery of people-related priorities

Work collaboratively with safeguarding, finance, payroll, curriculum and student services teams to ensure integrated and effective processes

Promote a positive employee experience through meaningful engagement, transparent communication and partnership working

Foster strong relationships that are built on mutual trust, respect and shared accountability for achieving excellent outcomes for students and staff

### **Corporate and Resource Management**

Lead, monitor and continuously improve HR business processes, ensuring they are efficient, compliant and meet the evolving needs of the College

Ensure HR systems and data management arrangements provide accurate, timely and meaningful information to support operational and strategic planning  
Manage delegated budgets effectively, ensuring value for money and responsible stewardship of College resources.

Oversee the review and development of HR policies and procedures, ensuring they remain legally compliant, sector-informed and reflective of organisational priorities



	<p>Embed a culture of innovation and continuous improvement, identifying opportunities to enhance services and streamline ways of working</p> <p>Develop a suite of people metrics and dashboards, analysing workforce trends including turnover, sickness absence, recruitment performance, diversity indicators and employee engagement to inform strategic planning and mitigate organisational risk as it aligns to the balanced scorecard framework</p>
<b>Organisational Development</b>	<p>Develop and implement initiatives to enhance organisational culture, staff engagement and wellbeing.</p> <p>Oversee annual staff engagement surveys and action plans including Investors In People</p> <p>Support managers to embed high-performance behaviours and accountability</p> <p>Develop and implement initiatives to enhance organisational culture, staff engagement and wellbeing.</p>
<b>Statutory Responsibilities</b>	<p>Ensure compliance with employment legislation, safeguarding requirements, data protection regulations and other statutory obligations relevant to the role</p> <p>Maintain oversight of safer recruitment practices and the Single Central Record in line with current Keeping Children Safe in Education guidance</p> <p>Promote equality, diversity, inclusion and wellbeing, ensuring that policies, practices and behaviours actively support an environment of inclusion and belonging.</p> <p>Uphold College policies relating to health and safety, safeguarding and information governance</p> <p>Support managers in implementing probation, performance management and professional development processes in a fair, consistent and legally compliant manner.</p>
<b>People Management</b>	<p>Provide inspirational leadership to the HR Operations team, fostering a culture of accountability, collaboration and continuous learning</p> <p>Support, coach and develop team members through regular supervision, objective setting, performance reviews and professional development opportunities</p> <p>Encourage innovation and empower colleagues to contribute ideas that improve services and enhance the employee experience.</p> <p>Promote wellbeing and create an environment where colleagues feel respected, listened to and supported to achieve their potential</p>

## Job Description – Head of Human Resources



Model behaviours that demonstrate compassion and empathy, recognising the diverse needs and experiences of staff and students

## Job Description – Head of Human Resources



<b>Postholder Expectations</b>	The postholder will be expected to embody and actively promote the College's values in all aspects of their work:
<b><i>Inclusion and Belonging</i></b>	Create and sustain an environment where diversity is celebrated, barriers are challenged and every individual feels welcomed, valued and able to thrive. Actively champion equity, diversity and inclusion, ensuring that policies, decisions and practices address barriers and create opportunities for all colleagues to thrive
<b><i>Mutual Trust and Respect</i></b>	Build positive relationships through openness, honesty and integrity, treating all members of the College community with dignity and professionalism.
<b><i>Putting Students First</i></b>	Ensure that decisions, services and workforce initiatives contribute to improving the student experience, supporting high-quality teaching, learning and support. Demonstrate an understanding that every workforce decision ultimately impacts students, ensuring people strategies support excellent teaching, learning and student services.
<b><i>Always Improving</i></b>	Demonstrate a commitment to reflective practice, innovation and continuous professional development, seeking opportunities to enhance personal effectiveness and service excellence. Foster a culture of evidence-informed decision making, innovation and reflective practice, encouraging continuous improvement across HR services and wider College operations.
<b><i>Compassion and Empathy</i></b>	Approach interactions with understanding, kindness and sensitivity, recognising the importance of wellbeing and supporting colleagues through change and challenge.

The postholder will also undertake other duties commensurate with the grade and responsibilities of the post as reasonably required by the College.

*This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure*

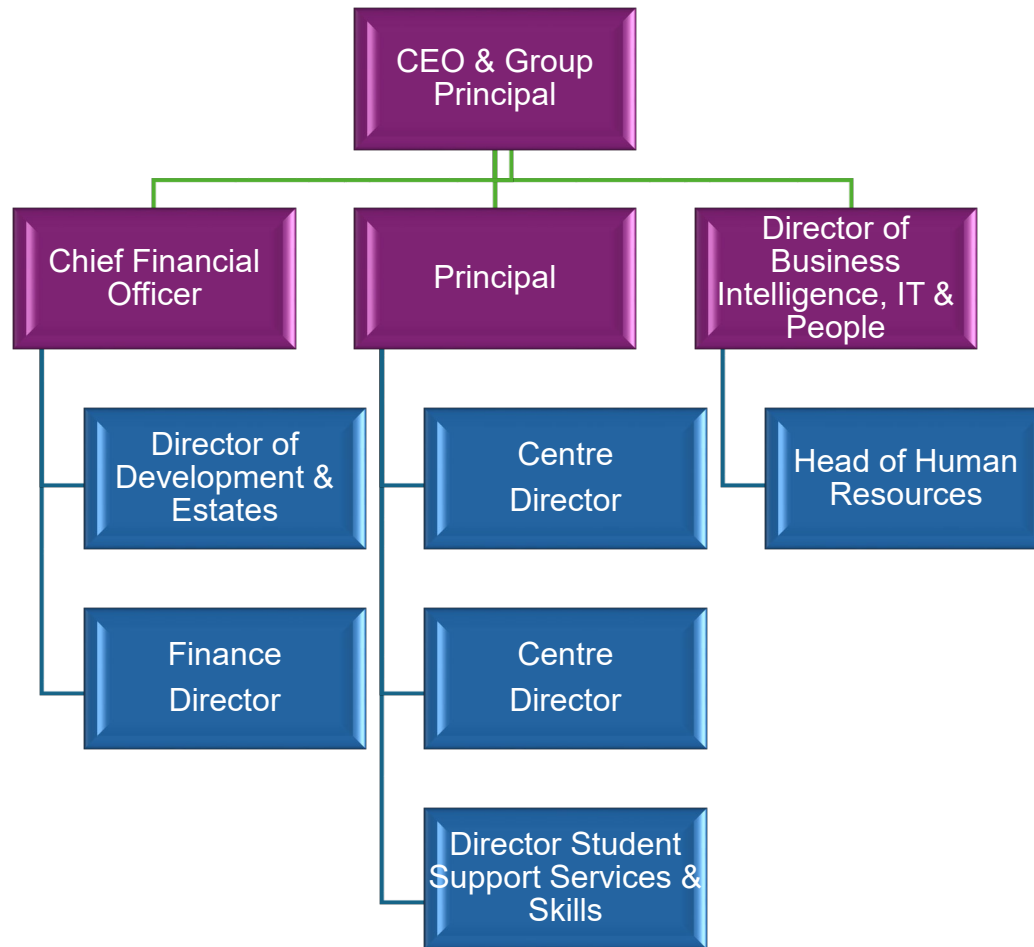
### Person Specification

## Job Description – Head of Human Resources



<b>Qualifications</b>	Educated to degree level or equivalent with a record of continuous professional development such as a professional qualification and/or membership in Human Resources (for example, CIPD level 5 or above) would be desirable
<b>Experience &amp; Knowledge</b>	<p>Track record of senior level strategic leadership and management in a Further Education setting.</p> <p>Evidence of on time delivery of organisation change and staff engagement strategies</p> <p>Experience of working with multi-disciplinary teams creating a positive culture and change programme</p> <p>Evidence of ability of effective recruitment strategies to improve recruitment and retention of staff</p>
<b>Skills &amp; Abilities</b>	<p>A commitment to staff wellbeing and continuous professional development</p> <p>Ability to manage specialist professionals and complex projects</p> <p>Ability to balance strategic people issues with operational day to day people management.</p> <p>Strong understanding of procurement, contract management and construction risk.</p> <p>First class communication and interpersonal skills with the presence and credibility to lead the College and to play a local and regional leadership role and the ability to interpret technical information and provide assurance reports to senior leaders and governors</p> <p>The ability to inspire people to think and act innovatively and to challenge established ways of doing things</p>
<b>Personal Qualities</b>	<p>A commitment to the College's purpose, values and principles and to meeting the needs of the learners, employers and communities that the College serves.</p> <p>A commitment to quality and an aspiration to deliver and sustain excellence drive, resilience and a natural desire to work collaboratively</p> <p>A commitment to equality and diversity for both staff and students</p>

# Job Description – Head of Human Resources



Strategic Leadership Team
College Senior Leadership Team