**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Director of Human Resources | Human Resources |
| **SALARY** | **BENEFITS** |
| £45,334 - £51,002 per annum dependent upon experience, skills and qualifications | Local Government Pension Scheme  33 days annual leave, pro rata, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus pro rata Bank Holidays. |
| **LINE MANAGER** | **LINE MANAGER FOR** |
| Deputy Principal Resources | * Senior Advisor – People & Experience (x 4) * People & Compliance Officer (x4) |
| **KEY TASKS AND RESPONSIBILITIES** | |
| **You will advance our people strategy**. You will set the standard for excellence and develop our brand as an employer of choice. You will develop and implement strategies which will attract, develop and retain the best talent, support the development of high-performance teams, deliver a rewarding employee experience, and develop a culture of excellence – one which is supportive, accountable, and aspirational.  **You will be a visionary leader.** You will be up to date on the latest and emerging HR, employment, and people practices, but innovative and flexible enough to diversify and pioneer approaches that will enhance our brand, culture, and future achievements.  **You will safeguard our students.** You will develop and enhance outstanding safeguarding and safer recruitment practices, ensuring we appoint safe and suitable candidates. Our processes and records management will clearly demonstrate compliance with all our statutory duties. | |

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| **ROLE SPECIFIC KEY DUTIES** |
| **Leadership and Management:**   * You will enhance and develop our high-performance HR team, supporting the delivery of our strategic goals and setting the standard for excellence. * You will advance our candidate and employee experience, so that we are the employer of choice across the sector and our colleagues thrive, aspire, and enjoy their employment experience. As a result, we will have a positive brand image which captures the interest of top talent and an engaged and committed workforce. * You will embrace and develop our culture and values, driving growth and success through our people. * You will positively engage managers and leaders in developing a growth mindset, supporting the development of excellent leadership and management practices. You will advance our learning and development practices through a blended approach to learning which caters to the needs of all individuals. * You will manage the HR budget, ensuring compliance with all financial policies and practices, and seeking out opportunities to achieve cost savings. * You will prepare and present reports to the corporation on the effective performance of the HR function. The reports will be clear, concise, informative, and engaging.   **Strategy and Policy:**   * You will take a lead role in developing and delivering the College’s strategic objectives for People. You will contribute to the wider development and delivery of the College’s mission, vision, values, and strategic plan. * You will maintain and enhance a comprehensive policy framework which:   - ensures compliance with all our employment and statutory obligations  - is fair, ethical, transparent and in line with our values  - enables effective and timely intervention with prompt decision making  - is modern and progressive   * You will develop the knowledge of our managers and leaders, so they understand our policy framework and the wider employment and statutory obligations of managing people. You will support our managers with implementing our policy framework fairly and effectively, supporting their development so they grow the confidence to lead and manage independently.   **Culture & People:**   * You will shape and develop our people strategy, ensuring our approach to talent attraction and talent management positively develops our brand in the labour market, attracting the attention of top talent, encouraging a high-performance culture, and engaging our workforce. * You will use data analytics and metrics to demonstrate the value of HR activity, and the impact of organisation interventions and policy approaches. * You will implement effective strategies for assessing levels of engagement across the workforce. * You will ensure fairness, respect, equality, diversity, inclusion and engagement are embedded into the design and delivery of all policies and strategies, ensuring all practices are free from the possibility of discrimination, bias, or detriment. * You will engage with all key stakeholder groups, developing positive relationships which enhance the brand reputation of HR and which generate a perception of trust and fairness in respect of all our decisions, policies, and practices. (Key stakeholders: employees, managers, governors, trade union groups, staff representative groups). * You will oversee an effective employee relations framework which ensures we operate within best practice and employment law, which reduces the risk of litigation, and which enables effective decision making and interventions.   **Safeguarding:**   * You will develop and maintain effective safeguards for ensuring that we recruit safe and suitable individuals, with robust practices in place which meet our statutory and sector specific employment obligations (Keeping Children Safe in Education, National Minimum Standards, Social Care Common Inspection Framework) * You will ensure safe and effective systems of work which ensure our Single Central Record is accurate and up to date at all time. In addition, records management will be exemplary, demonstrating clear evidence of compliance. * You will ensure effective processes are in place for managing allegations against staff. Our processes will be effective at fulfilling our statutory responsibility, whilst also being compassionate and person centred in our approach, with the aim of protecting the wellbeing of all colleagues and managing allegations in line with our values. |

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| **GENERAL DUTIES** |
| Role model and promote the College values:   |  |  |  | | --- | --- | --- | | **Learning** | **People** | **Sustainability** | | Our delivery will be high quality and innovative with students at the heart of decision making. | We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. | We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. | | We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do | | |   Participate in performance enhancement in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. Ensure all employees support this aim and its implementation pro-actively. |
| Be thoroughly aware of College Health and Safety policies whilst ensuring that employees within your responsibility are too. Seek to ensure appropriate implementation of such policies across all the area.  Lead the promotion of College sustainability policies and strategies by personal commitment and lead by example. |
| Complete any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| * Presentable and professional appearance (I) * Ability to provide leadership for, and work as part of a team (A/I) * Ability to work to high quality standards (A/I/T) * Highly motivated with a commitment to succeed (A/I/P) * Excellent command of the English language (A/I/P/T) |  |
| ***Attainments*** | |
| * A relevant level 5 qualification (A) * CIPD Level 5 qualification or willingness to immediately complete (A) * CIPD Level 3 qualification (A) * High level of digital literacy and competent in using a range of Microsoft products (A/P/T) * English and maths GCSE at grade C/level 4 or equivalent (A) * Proven commitment and investment towards professional growth and learning (A/ I) * Willingness to work towards achieving Fellow of CIPD (A) | * A level 7 CIPD qualification or other relevant leadership and management qualification * Fellow of CIPD |
| ***General Intelligence*** | |
| * Outstanding ability to lead and manage (A/I/P/T) * The capacity to communicate highly effectively both verbally and in the written word at all levels and via electronic methods/media (A/I/P/T) * High-level ability to manage and interpret data in a range of formats (A) * Extensive knowledge of employment law and HR best practice (A) | * Knowledge and understanding of the education sector (A/I) |
| ***Special Aptitudes*** | |
| * Outstanding leadership / communication skills and the ability to motivate and inspire a team (A/I/P) * Generalist HR and employment law specialist. (A/I/T) * Experience of successfully managing complex employee relations casework (A/I/T/P) * Experience of leading a successful change management programme. (A/I/T/P) * Experience of effectively leading and managing people (A/I/T/P) * Experience of working effectively with trade union or staff representative groups. (A/I) * Experience of designing and delivering effective workforce learning and development programmes. (A/I) * Ability to flex between strategic and operational HR in a high-performance environment. (A/I/T) * Ability to confidently and accurately analyse and interpret data and make recommendations for effective action (A/I/T) |  |
| ***Interests*** | |
| * High levels of interest in the work and achievement of students (A/I/P/T) * Full commitment to ensuring a positive and engaging employee and candidate experience (A/I/T) |  |
| ***Disposition*** | |
| * A leader who is hard working and capable of developing the performance of others (A/I) * A creative and resilient leader who can inspire and adapt to change (A/I) * Excellent interpersonal skills (I/P) * Outstanding communication skills (I/P/T) * Friendly and approachable (I) * Person centred approach (I) * Able to motivate and inspire staff to high achievements (A/I/P) * Focused on ensuring a performance orientated culture across all teams (A/I) |  |
| ***General*** | |
| * An understanding of “safeguarding” and its importance within the College \* (A/I) * An understanding of and a willingness to promote and develop fairness, respect, equality, diversity, inclusion and engagement within an educational context (A/I) * An excellent understanding of health, safety and sustainability requirements of a working environment (A/I) |  |
| ***Circumstances*** | |
| * Willing to apply for Disclosure Barring Service clearance at Enhanced level (A/I) * Current driving licence / willing and able to travel (A/I) * Ability to work flexibly (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Director of Human Resources | Human Resources |
| **SALARY** | **HOURS OF WORK** |
| £45,334 - £51,002 per annum dependent upon experience, skills and qualifications | Normally 37 hours per week |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION (FINAL SALARY)** |
| 33 days annual leave, pro rata, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal,  plus pro rata Bank Holidays. | Local Government Pension Scheme Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  17.4% Employer |
| **PROBATIONARY PERIOD** | **DRESS CODE** |
| A probationary period of nine months applies to new management entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| **REFERENCES / MEDICAL CLEARANCE / DISCLOSURE** | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme | |
| **COLLEGE VALUES** | |
| Promote the College values:   |  |  |  | | --- | --- | --- | | **Learning** | **People** | **Sustainability** | | Our delivery will be high quality and innovative with students at the heart of decision making. | We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. | We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. | | We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do | | |   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |