

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Human Resources
<b>GRADE:</b>	Spinal Points 48 - 54
<b>SCHOOL/SECTION/FACULTY:</b>	Human Resources
<b>LINE MANAGER:</b>	Vice Principal Of Finance & Resources
<b>RESPONSIBLE FOR:</b>	Human Resources

### **PURPOSE:**

Develop, lead and implement a Human Resources Strategy that enables Coventry College to realise its vision and objectives.

Further develop, refine and implement comprehensive policies to recruit, retain, engage, develop and reward high performing staff within a high support/high challenge culture.

With support from the Senior Leadership Team, (SLT) Lead on negotiations and consultation with the College's recognised unions, ensuring that the College has in place appropriate terms and conditions and other employment arrangements.

Work with the SLT and Governors to propose and implement change management strategies and initiatives that meet the College's priorities and objectives, including budget and financial plans.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- As part of the wider Core Planning Management Team, the Director of HR will contribute directly to the overall operational and strategic leadership of Coventry College.
- Lead the development and delivery of an HR strategy to achieve the College's strategic plan and Annual Delivery Plan priorities in accordance with its vision and values.
- Further develop, refine and secure support for a comprehensive range of employment and HR policies that enables the most effective contribution of staff to the success of the College.
- Provide a customer focussed advisory and support service across the College on a wide range of employment and HR matters; regularly monitor and review the timely delivery and effectiveness of the service.
- Working with the SLT, lead the development and embedding of a culture, ethos, values and behaviours which support the success of a College and enable achievement of the College's vision and strategy.
- Lead change and organisational development in the College, consulting with staff, unions and other stakeholders as appropriate.
- Lead on negotiation and consultation with the recognised unions on terms and conditions, and other employee matters, developing and maintaining effective and stable relationships that enable continuing change to take place in a positive and collaborative environment. To include the management of redundancy and compromise situations.

- With the SLT, develop, negotiate and implement pay, reward, and recognition and benefit policies that enable the College to motivate, recruit and retain staff.
- Working with Curriculum, Quality and others, lead staff training and development to ensure the College has the skills, knowledge and capabilities to achieve its strategic objectives; assess training and development needs at individual, departmental and whole college level, and provide effective, high quality training solutions and interventions and the monitoring of appraisal performance.
- Lead and advise on training and development for leaders and managers in the College to ensure that the College has the leadership skills to meet the strategic challenges ahead; enable succession planning to identify and develop talent to fill future leadership vacancies.
- Further develop, refine and implement policies, processes and other arrangements which enhance the health and wellbeing of staff.
- Lead on promoting Equality, Diversity and Inclusion to staff, ensuring compliance with equality legislation and display an active commitment to the need to ensure equality of opportunity and the benefits of diversity.
- Develop and maintain key networks with HR professionals outside the College, particularly in other FE colleges, enabling and contributing to improvement and enhancement of HR services, policy and practice.
- Provide Governors, SLT and managers with information and data which reports on key performance indicators, informs planning, measures the impact of action to achieve priorities and objectives, and enables the College's staff resources to be managed effectively.
- Develop, manage and use HR information systems and HR data to enable the College to address key strategic and operational priorities and objectives.
- Effectively Link with finance to ensure effective reporting tools re utilisation/KPIs etc.
- Advise the Corporation, SLT and managers on employment law and regulation, ensuring that that the College complies with legislation and developing case law.
- Ensure there is a robust recruitment and retention process for staff (Induction/probation)
- Control the HR budget and report on current and future staffing costs and initiatives and negotiating annual contracts for Agency Staff Recruitment/Advertising agencies.
- Give counsel and oversee complex employee relations issues such as grievance and disciplinary cases and manage difficult cases with professionalism
- Manage TUPE situations and counsel senior management on appropriate practice.

## **GENERAL RESPONSIBILITIES**

- Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable groups, working within the framework of the College's Safeguarding Policy at all times.
- Ensure the economic and effective use and allocation of resources.
- Ensure the College's equality policies are encompassed within all aspects of work.
- Take responsibility for health and safety issues in all areas of specific responsibility.
- Participate in relevant training and development as required.
- Participate in the College's Appraisal Scheme.
- Actively support the ethos and values of the College, and work cooperatively and collaboratively with all colleagues.
- Undertake any other duties commensurate with the grade range of the post.

**I have read, understood and agree to the above duties.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

## PERSON SPECIFICATION

**Job Title: Head of HR**

	Qualifications and Training	Essential (E) or Desirable (D) requirements	How Measured: A = Application form I = Interview M = Micro-Teach T=Test/Exercise P = Presentation C = Certificates
1.1	Educated to degree level in a related subject area	E	A/C
1.2	Full CIPD qualification	E	A/C
1.3	Level 2 in Maths and English	E	A/C
1.4	Evidence of recent continuous professional development	D	A/C
	Experience		How Measured
2.1	Held a previous position of seniority with a successful track record within an educational environment	E	A/I
2.2	Demonstrates commercial acumen, Partners with the business to deliver commercially focused people strategies and has a good overall understanding of company finances and used this to develop policies	E	A/I
2.3	Has a solid understanding of employment law Has knowledge and proven experience of applying updated legislation to a variety of HR situations	E	A/I
2.4	Has a high level of literacy and numeracy and very good IT skills.  Is able to analyse and interpret data.  Can produce concise, well-written reports which are suitable for a variety of audiences.	E	A/I
2.5	Detailed and broad understanding of all aspects of human resource management with the ability to establish credibility and build department accountability	E	A/I

2.6	Experience of promoting continuous improvement and performance management processes, and generating accountability for that performance	E	A/I
2.7	Experience of managing and leading restructuring / redundancy programmes	E	A/I
2.8	Experience of working with trade unions at senior level and negotiating positive outcomes	E	A/I
2.9	Proven track record and experience of managing people to achieve excellent standards of customer service	E	A/I
2.10	Confident speaker, able to present to a variety of audiences delivering training or advice when required	D	A/I
2.11	Familiarity of managing TUPE situations, Able to counsel senior management on appropriate practice re TUPE	D	A/I
2.12	Experience of using iTrent or comparable payroll/HR system	D	A/I
<b>Knowledge/Skills</b>			<b>How Measured</b>
3.1	Is able to work as a member of a closely-knit team, making a positive contribution to the management of the College and its success.	E	I
3.2	Sophisticated project management skills and experience of working successfully in a high-performing organisation.	E	I
3.3	Has high level problem-solving, project-management and negotiation skills.	E	I
3.4	Ability to act decisively and at pace to deliver required outcomes	E	I
3.5	Can demonstrate a successful track-record of managing tasks, budgets and timescales to achieve challenging targets	E	I
3.6	Able to inspire and motivate others to achieve challenging performance targets.	D	I
3.7	Can demonstrate success in supporting managers in addressing marginal performance issues in order to improve standards	D	I
<b>Disposition/Attitude</b>			<b>How Measured</b>
4.1	Integrity, self-motivation, vision and energy and comfortable in developing team members and empowering staff.	E	I

	Willing to operate flexibly within the context of a wider management team		
4.2	Has interpersonal, motivational and communication skills of the highest order.	E	I
4.3	Understands the importance of continuous professional development in raising standards.	E	I
4.4	Ability to develop and maintain good working relationships with management, colleagues and the trade unions	E	I
4.5	Is well organised and able to manage the peaks and troughs of a varied workload.	E	I
4.6	Ability to demonstrate an understanding of safeguarding and equal opportunities and its importance within the College	E	I
<b>Special Conditions</b>			<b>How Measured</b>
5.1	Ability to travel between sites	E	I
5.2	Ability to work evenings on occasion as part of Duty Manager rota and to support College events (e.g. enrolment, open evenings)	E	I

## GENERAL CONDITIONS OF EMPLOYMENT DETAILS

### On Appointment

The appointment is subject to:

- a) receipt of two satisfactory references
- b) proof of eligibility to work in the UK
- c) a period of probationary service of 6 months for new employees
- d) Medical Clearance from the College's Medical Adviser which the College considers to be satisfactory
- e) a satisfactory enhanced DBS check:

The post for which you are applying is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check which includes a check of the Children's Barred List. If you are successful in your application you will be required to apply for an enhanced DBS certificate. Please note that you will need to show the HR Section your DBS certificate prior to taking up employment with the College. Alternatively, if you are registered with the DBS Update Service you may wish to give your consent to the College to undertake a Status Check of your DBS certificate. Further details regarding the Update Service and Status Checks, and the DBS Code of Practice, can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs). **An individual who is barred from working with children cannot be employed in any position at the College.**

- f) evidence of teaching qualifications (where applicable) and/or other qualifications required for the role
- g) Salary is paid monthly by credit transfer into a Bank or Building Society account.
- h) The annual leave year runs from 1 September to 31 August. A full year's annual leave entitlement for the post is 34 working days, plus 8 public holidays (pro rata for part-time posts). The Corporation may decide to close the College for up to a maximum of 5 working days in the interests of efficiency. However, term time only staff do not take annual leave during College term time. Payment for these holidays has been taken into account in the calculation of the annual salary.
- i) One months' calendar notice on either side.
- j) **Applications close: 11<sup>th</sup> December 2020**

### **Please note that CVs will not be accepted.**

If you have received no communication by 4 weeks after the closing date, please assume that your application has been unsuccessful on this occasion as letters of rejection will not be sent.

You will need to go to <https://www.fejobs.com/> and create a candidate account, if you do not already have one. Please download the application form on the fejobs website and save to your desktop.

Once complete, please press apply online and your application will be forwarded to us.