Job Description

# POST TITLE: Director of Human Resources and Organisation Development REPORTS TO: Chief Executive Officer, The Sheffield College

**JOB FAMILY: Senior Leadership Group Level 3 OVERALL PURPOSE:**

The post holder will be required to lead the strategic development and implementation of all aspects of organisational development to contribute to the achievement of the College’s strategic aims.

The post holder will be responsible for the following:

# Strategic Leadership

1. Leading, developing and implementing a strategy that embeds a high-performance culture across the College based on College’s values.
2. Promoting and developing across the College of behaviours, values and attitudes that are consistent with best practice within an outside the further education sector.
3. Promoting an open, trusting, supportive and collaborative working environment and a culture which empowers and motivates staff.
4. Providing expert advice, support, and challenge to the Executive Board ensuring that that human resources and organisational development issues are fully integrated into the College’s strategy,
5. Establishing practices that promote equality, diversity and inclusion.
6. Ongoing development, continuous improvement and implementation of the College’s workforce development strategy including recruitment, staff development, performance management and retention.
7. Establishing processes and tools that support continuous improvement and effective implementation of the College’s business plan.
8. Ensuring the provision of professional advice on a range of human resources and organisational development matters including:
   1. Recruitment and selection
   2. Employee welfare
   3. Employment policies
   4. Conditions of service
   5. Procedures and practices
   6. Employee relations matters including discipline, capability, grievance and disputes
   7. The review and grading of jobs
9. Developing relationships with external stakeholders at local, regional and national levels to promote the College and provide benchmarks for good practice within and outside the Further Education sector.
10. Ensuring that that the College complies with all statutory and legal obligations concerning its workforce, and offers fair terms of conditions for all staff.
11. Lead on College's employee relations building effective working relationships with recognised trade unions.
12. Undertaking other duties as required including acting as a member of the relevant College Boards, Committees and wholly owned subsidiaries.

# Functional Leadership

**1** To be responsible for the Management of the Human Resources Department.

# Line management

**1** Leading, motivating, developing, coaching, and managing the performance, of employees within the Human Resources Department.

# General

1. Demonstrating flexible and taking on duties and responsibilities from across the college as may be necessary from time to time.
2. Supporting and maintaining all college policies including contributing to ensure the health and safety of all students, staff, users and visitors at the college.
3. Actively promoting the College and acting as an ambassador to develop partnership working and external collaboration.

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| **Person Specification – Director of Human Resources and Organisational Development** | |
| **Education,**  **Qualifications and Training** | * MCIPD or FCIPD qualification or equivalent. * Educated to degree level or equivalent. * Substantial evidence of relevant CPD. |
| **Specific Technical/**  **Professional** | * Record of outstanding leadership in a senior management role * Demonstrable record of achievement of strategic aims, objectives and targets * Working within a strategic planning framework: budget and people management and meeting targets * Delivering cultural change and business transformation programmes * Identifying and developing strategic partnerships and business   development opportunities |

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| **Person Specification – Director of Human Resources and Organisational Development** | | |
| **Leadership and Management** | * Ability to operate at an Executive Level across the College. * Ability to lead organisation-wide change. * Leadership by example in a values-led organisation. * Negotiating and influencing skills in a complex stakeholder environment. * Analytical and problem solving skills. * Excellent presentation and communication of complex issues. * Experience of managing senior staff. * Ability to lead to address complex and contentious issues * Ability to motivate others to influence change * To be an inclusive and dynamic member of the Executive Board and to support delivery of an outstanding and coherent infrastructure to support the student experience. * To be innovative ambitious and solution focused for the best service delivery the professional service can deliver. | |
| **Leadership Domain** | **Leadership**  **Competency** | **Descriptor** |
|  | Strategic thinking  and critical reflection | The ability to think strategically and work  toward a longer term vision. Thinking creatively and innovatively. |
| Strategic Focus |  | Anticipates the needs of all stakeholders. Seeks out and manages long term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service. |
|  | Stakeholder driven |
|  | Strategic leadership | Inspires and guides others. Generates enthusiasm for a shared vision, displays proactivity and acts on opportunities. Undertakes principled negotiation to resolve conflicts and problems. |

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| **Person Specification – Director of Human Resources and Organisational Development** | | |
| Strategic Leadership | Curiosity and balanced judgement | Identifies and examines problems in order to  understand them; selects and uses relevant information; generates options and recommends solutions which are logical, reasonable and realistic; makes sound equitable judgements based upon business need. Demonstrates an understanding of how single issues may affect others across the College. |
|  | Leading and managing change | Adapts to changing circumstances. Pursues  and is accepting of new ideas and change initiatives; builds awareness and involves others in organisational change and supports them through it, managing expectation. Deals with ambiguity, making positive use of the opportunities it presents. Challenges barriers to success. |
|  | Planning and prioritising | Well organised and keeps focused on  priorities of own and others work. Develops and monitors clear and realistic action plans to accomplish objectives; identifies and organises resources needed to accomplish tasks. Delegates effectively and encourages  independence. |
| Results Oriented |  | |
|  | Managing performance | Develops, establishes and promotes key performance indicators. Actively improves organisation-wide performance in ways which deliver excellent results to high standards. Gives clear direction and provides feedback; coaches, mentors and develops others; challenges underperformance; encourages an organisational learning approach. Evaluates and recognises contribution of others.  Develops talent and celebrates success. |
|  | Working together | Acts as a role model for the College’s  Values. Demonstrates an interest and understanding of others; adapts to the team and builds team spirit; encourages openness and sharing. Collaborates widely, fostering effective relationships and networks of contacts inside and outside the College; shows respect and sensitivity and supports diversity. Recognises employee contributions and ideas. |

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| **Person Specification – Director of Human Resources and Organisational Development** | |
| Communicating and influencing | Motivates and empowers others; listens to others as appropriate; energises others into action by sharing the College’s Vision; gains respect and clear commitment from others by persuading, convincing and negotiating; adapts their style to suit the needs of others and projects credibility. |
| Emotional and social competence |
| Self-confidence and awareness | Demonstrates resilience in the face of  challenges. Keeps emotions under control and remains rational during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook; handles criticism well; has self- insight and is focused on own development and learning. Understands own limitations. Responds positively to feedback. |