

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Director of People & Culture

### Reports to: Deputy Chief Executive People Experiences & Culture

**Line Management of:** HR Operations Manager

 HR Projects Manager

 Head of Professional Learning

**Salary range:** MGT Spine 17 to 25

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**Main Purpose of Job:-**

This is an inspirational role which is key in shaping and nurturing our organisational culture, whilst overseeing all aspects of human resources management, aligning people initiatives and cross college projects such as effective communication, effective management of growth, and further organisational development with the college’s mission, vision and values.

To lead the implementation of the College’s People & Culture strategy, and associated policies and processes ensuring they are shaped and implemented collaboratively with key stakeholders.

To lead on organisational development priorities in the context of the financial and resourcing challenges faced by the College ensuring sustainable workforce solutions are embedded.

To be responsible for the provision of the full range of professional, efficient and effective HR & Professional Learning services, including the provision of advice and guidance to managers and employees in line with current employment legislation, best practice and inspection standards.

# As a member of the Senior Management Team take corporate responsibility for delivering the strategic objectives of the College and work together as part of the Senior Management Team to enable these to be achieved, regardless of the specific tasks designated to their role.

**Responsibilities and accountabilities:**

* Lead the strategic development and implementation of a comprehensive range of people, culture and organisational development strategies aligned with the college’s objectives and strategic ambition for growth.
* Successful delivery of the KPIs as identified in the College’s People & Culture Strategy in order to meet current and future demands on the College.
* Provide strategic advice, support and challenge to the Senior Management Team on matters related to human resources, culture and organisational development.
* Ensure employment policies, procedures and processes meet the needs of the College and relevant legislation, and are implemented consistently, fairly and effectively.
* Oversee the implementation of professional development programmes to enhance staff skills and competencies, enabling the successful delivery of the College’s Strategic Plan.
* Develop and oversee the implementation of an effective employee recruitment and resourcing function that reflects the needs and challenges of the sector and region, ensuring that the college is able to attract and retain a highly skilled workforce.
* Oversee the development of innovative strategies for talent sourcing, selection and onboarding, ensuring that all safeguarding requirements are fully met, in accordance with Safer Recruitment practices.
* As the senior lead for human resources matters in the college, provide consistent and credible professional advice and support to all line managers on the application of the College’s employment policies, within the context of current employment legislation.
* Work collaboratively to build effective working relationships with the College’s recognised trade unions to ensure there are effective employee relations built upon trust and transparency.
* Lead the implementation of the College’s Health and Wellbeing strategy, policies and processes ensuring they are shaped and implemented to fully support staff and learners needs.
* Ensure that the College work environment reflects the College values and provides a positive and enjoyable environment within which to work, where all colleagues feel valued, respected and motivated to contribute.
* Work collaboratively with the College’s recognised trade unions to ensure there are effective employee relations built upon trust and transparency, reflecting the principles of Social Partnership, chairing the College’s JNCC as required.
* Ensure there are effective feedback mechanisms in place for colleagues to provide their opinion on their employment experience, including employee surveys ensuring effective policy responses to the findings.
* Develop and oversee the implementation of effective performance management systems to support employee development and growth; supporting line managers to implement these systems well.
* Actively participate in the College’s Self Assessment Review processes and produce an accurate and detailed annual Self Assessment Report (SAR) and arising Continuous Improvement Plan (CIP) for the HR & Professional Learning Service.
* Ensure the College complies with all statutory and legal obligations concerning its workforce, and that salaries, benefits, and terms and conditions remain attractive and competitive for all colleagues.
* Lead the development and implementation of new initiatives and practices that support the College to further grow a culture of continuous improvement, diversity, equity and inclusion.
* Ensure that the HR and Professional Learning Team are able to work effectively and efficiently to meet the needs of the College.
* Represent the College on external bodies and develop appropriate relationships and partnerships with other organisations.
* Prepare and present reports in relation to matters of people, culture and organisational development for consideration by the College Senior Management team, Governing Body and associated committees.

**Leadership:**

* Undertake the responsibilities of a line manager for direct reports within a designated area, including:-
	+ Complete recruitment and selection as appropriate to meet the needs of the sub-directorate.
	+ Ensure completion of induction, probation process and conduct regular 1.2.1’s, staff development, appraisal and performance management.
* Assist the College in meeting its objectives by actively participating in new initiatives, including, where relevant, being a lead contact for the deployment of staff to deliver provision that lies outside of the assigned functional area.
* Undertake appropriate roles in accordance with staff disciplinary and grievance procedures, including the role of investigating officer, as required.
* Contribute to and attend site meetings, and ensure the effective management of your local site.
* Ensure adherence to health and safety guidelines and that all safeguarding procedures are followed.

**Financial**:

* Manage the assigned budgets and resources effectively and responsibly, in accordance with the College’s financial procedures.
* Manage commercial targets effectively and responsibly if relevant to the agreed scope of the role, ensure that all commercial operations meet annual key performance indicators, including those related to income generation.

**Special Features:**

* Actively work with Governors as part of the Governor Link Scheme.
* Attend evening governance committees, preparing papers and presentations, as required. Attend College evening events.

**Miscellaneous:**

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Advisor**

**Person Specification - Director of People & Culture**

| **Attributes** | **Item** | **Relevant Criteria** | **How Identified** | **Essential/****Desirable** |
| --- | --- | --- | --- | --- |
| 1 | Qualifications | 1.1 | A relevant first degree or practical experience that demonstrates relevant levels of knowledge and skill. | A/C | Essential  |
| 2 | Relevant Experience | 2.1 | Strong record of effective leadership and management, including evidence of operational delivery/ hands on approach when required. | A/I | Essential |
| 2.2 | Track record of successful people management experience in the Further Education sector or similar large culturally valued based organisations. | A/I | Essential |
| 2.3 | Significant experience leading and managing people/human resources functions . | A | Essential  |
| 2.4 | Experience of evidence-based decision making, and communicating difficult decisions once made | I | Essential  |
| 2.5 | Experience of developing effective people strategies and organisational cultural change projects. | A/I | Essential  |
| 2.6 | Experience in meeting audit/inspection requirements and responding effectively to recommendations. | I | Essential  |
| 2.7 | Experience of collaborating formally and informally with trade union representatives. | A/I | Essential  |
| **3** | Specialist Knowledge and Memberships | 3.1 | Understanding of the requirements relating to Safeguarding and Prevent . | A/I | Essential |
| 3.2 | MCIPD chartered membership. | A/C | Essential |
| 3.3 | Understanding of the FE education environment, particularly in relation to people matters. | I  | Essential  |
| 3.4 | Understanding and knowledge of current employment legislation, together with extensive recruitment and employee relations experience.  | A/I | Essential |
| 4 | Skills & Abilities | 4.1 | Ability to lead, manage and motivate staff to achieve the highest level of quality and performance. | A/I | Essential |
| 4.2 | Able to appropriately challenge staff and hold difficult conversations. | A/I | Essential |
| 4.3 | Ability to contribute to strategic planning and lead and manage significant change. | A/I | Essential |
| 4.4 | High level of analytical and numeracy skills. | A/I | Essential |
| 4.5 | Exceptionally effective communicator. | I | Essential  |
| 4.6 | Ability to determine priorities and make decisions, supported by excellent organisational skills. | A/I | Essential |
| 4.7 | Proven ability to manage budgets of varying sizes. | A | Essential |
| 4.8 | Ability to communicate through the medium of Welsh.  | A | Desirable  |
| 5 | Attitudes and beliefs  | 5.1 | Whole-hearted commitment to lead cultural change and drive forward a positive organisation culture to achieve the very highest of outcomes for all. | A/I | Essential |
| 5.2 | A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders | A/I | Essential |
| 5.3 | The continuous pursuit of high standards and excellence in all services provided by the organisation. | A/I | Essential |
| 5.4 | A commitment to ensuring that all members of the organisation are valued, motivated and encouraged. | A/I | Essential |
| 5.5 | The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles. | A/I | Essential |
| 5.6 | A demonstrable commitment to equality and diversity. | A/I | Essential |
| 5.7 | An empathy and appreciation of Welsh Culture, language and heritage. | A/I | Essential |
| 5.8 | Passionate about the crucial contribution that this role makes to student success and staff well-being | I | Essential |
| 6 | Special Requirements | 6.1 | Ability to work flexible hours including evenings as required.  | **I** | Essential |
| **Key:** | **How Identified** | **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Copy of Certificates |
| **P** | Presentation |