Assistant Director of Human Resources (Operations)

Human Resources

Closing date: 11 August 2019
Interview date: 19 September 2019

(Candidates will also be required to attend on the 12 September 2019. Please see the final page for further details)

Vacancy reference: 7834
INTRODUCTION

The University’s new Vice-Chancellor will be joining us in September 2019, and will embark on developing a new University Strategy which will form the basis for our new HR strategy. This newly created role of Assistant Director of HR (Operations) will contribute to the development and delivery of this HR strategy.

Joining the HR Leadership Team, the Assistant Director will contribute to the development and implementation of wider strategic and operational HR work. They will lead the areas of: HR Partnering, HR Services (transactional and advisory), Compliance and HR Systems and Communications. Alongside this responsibility, the Assistant Director will work collaboratively with senior leaders across the institution, developing and embedding excellent and genuinely inclusive HR practices.

Joss Ivory
Human Resources Director
Main purpose of the role

To work with others in the HR leadership team, and the HR Director, to develop and deliver the HR Strategy in support of the University’s strategic plans.

To lead specific areas of responsibility within the HR Service to deliver high quality and professional HR services to the institution, in line with the ethos and values of the institution.

To promote a truly inclusive approach in all of the institution’s ‘people practice’.

Key responsibilities

The Post holder will be required to undertake some or all of the duties below, plus any other duties as required from time to time by the HR Director.

Principal Accountabilities as a member of the HR Leadership Team

- As part of the HR Leadership Team, to contribute to the development and delivery of an effective HR strategy for the institution.
- Plan, lead and manage the HR team(s) which this role is responsible for, to ensure that work is appropriately resourced and organised.
- Personally lead strategic HR project work under direct control, and contribute to the development and implementation of wider strategic and operational HR project work
- Support senior leaders within the university to develop and embed an inclusive culture, where equality and diversity are at the heart of the institution’s ‘people practices’.
- To lead significant change programmes within the HR team, and to support change programmes across the university by providing strong HR leadership.
- To promote equality and diversity in all of the university’s HR projects and practices.
- Work collaboratively with other members of the HR Leadership team as and when required to ensure a ‘seamless’ HR senior management service is available to senior leaders within the institution at all times.
- To ensure all HR activities are fully compliant with the university’s policies, practices and governance requirements, and to meet statutory requirements (e.g. employment legislation, GDPR).
- To procure and manage all resources allocated to the post holder and associated team(s) to ensure value for money and operating within the university’s procurement policies and procedures.
Key responsibilities...continued

- To provide excellent leadership in all activities, as part of the HR Leadership Team, and across HR teams within the remit of the role, including role modelling these key skills to develop and empower all HR staff to deliver excellent services to the institution.

- To develop and maintain excellent relationships with senior leaders across the institution to develop and embed excellent HR practice.

- “Ambassador” for, and representative of, the HR department or the wider University at significant external/sector meetings and events, and internally at various university committees.

Specific individual / team responsibilities

- Lead and manage the following HR teams (which may be subject to change to meet business / operational needs):
  - HR Services: Transactional HR services
  - HR Partnering: Supporting senior leaders with strategic HR work
  - HR Advisory: HR ‘casework’ within employment policies and legislation
  - Compliance: HMRC and UKVI employment-related legislation
  - HR Systems: Efficient digital systems and processes to facilitate HR practice
  - Communications and Information: within HR and from HR to the institution

- Co-ordinate and participate in our mediation service that assists staff in conflict to find early resolution to their disputes and relationship difficulties.

- Day to day operational management of employee relations within the University’s recognised employee relations framework, i.e. operating employment practices within the university's employment policies framework.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent.</td>
<td>Essential</td>
</tr>
<tr>
<td>MCIPD or FCIPD (Chartered Institute of Personnel and Development). Additionally we will consider applicants with equivalent senior HR leadership experience with other relevant qualifications eg MBA, Associate CIPD etc</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to date knowledge of relevant UK legislation, statutory responsibilities and policy relating to employment and industrial relations in the UK.</td>
<td>Essential</td>
</tr>
<tr>
<td>Significant appreciation of the HR agenda within the Higher Education Sector.</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills, abilities, competencies and experience</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to collaborate with a variety of stakeholders around a common goal/purpose.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to develop and lead an effective and motivated team.</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent communication (written and verbal) skills, with the ability to communicate well in all forms, and to a variety of audiences.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to deliver against agreed expectations, making efficient use of resources.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to exercise discretion, diplomacy and judgement, with the skills required to operate in complex political environments.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to analyse complex issues, make risk-based decisions in a timely manner, and provide clear and concise advice.</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of leading service improvements, and organisational change/development.</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working within a formal organisational employee relations framework (preferably within a unionised environment).</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working in an effective HR Partnering model, with HR partners supporting senior leaders to embed strategic HR change/project work.</td>
<td>Essential</td>
</tr>
</tbody>
</table>
### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Skills, abilities, competencies and experience...continued</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of working with, and influencing, senior management and Board level colleagues.</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of successfully managing resources, both human and financial.</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultative and able to work collaboratively to develop and sustain positive relationships with key</td>
<td>Essential</td>
</tr>
<tr>
<td>internal and external stakeholders at all levels.</td>
<td></td>
</tr>
<tr>
<td>Resilient, able to work well in a fast changing environment and with conflicting priorities.</td>
<td>Essential</td>
</tr>
<tr>
<td>Emotionally intelligent and able to relate to a wide range of people.</td>
<td>Essential</td>
</tr>
<tr>
<td>Possessing a high degree of integrity, honesty and openness.</td>
<td>Essential</td>
</tr>
</tbody>
</table>
The University employs over 4,000 staff across 30 Academic Departments and 10 Support Departments and has approximately 18,000 students studying a wide range of Undergraduate and Postgraduate programmes.

The Human Resources (HR) Department supports staff, managers and leaders by developing and adopting a range of strategies, expert advice, information and operational services. [www.york.ac.uk/admin/hr/](http://www.york.ac.uk/admin/hr/).

The HR department is organised into a number of areas, including:

- HR Specialist services (including reward, occupational health, pensions, senior recruitment, and policy development)
- Operational HR services (including, HR partnering, and HR systems, Compliance and Communications)
- People and organisational development
- HR strategic projects
- Equality, diversity and inclusion
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 7834
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 11 August 2019.

The selection process will include an assessment day prior to the panel interview on 12 September 2019. Successful candidates will be invited back to attend an interview panel on the 19 September 2019.

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

Direct any informal queries to Paul Ellison (HR Recruitment Adviser) paul.ellison@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835