Director of Human Resources

Human Resources

Closing date: 12 September 2021
Interview date: 6 October 2021
Vacancy reference: 9713
INTRODUCTION

Thank you for your interest in this important appointment for the University of York. The Director of Human Resources is a key senior management position, and leads the University's Human Resources Directorate.

This is a key leadership role, which reports directly to the Chief Operating Officer and is a member of the Heads of Professional Services team. You will work closely with senior leaders across the institution, leading the university's ambitions for an inclusive and highly effective and motivated workforce. You will do this by working collaboratively across the institution, and will lead a number of teams accountable for delivering HR Services to support the institution.

This is a role that encompasses both strategy development and excellent service delivery across the institution, and creates an HR landscape to enable the university to attract and retain world class talent in our academic and professional services departments.

The Director of Human Resources also plays a central and creative role in supporting strategic change programmes and developing and delivering innovative HR strategies to support the institution's strategic objectives.

As an experienced senior leader you will deliver a high level of performance, harnessing the talent within the department and developing staff who are experts in their own professional specialities.

We very much look forward to your application.

Dr Joss Ivory
Chief Operating Officer
Main purpose of role

- Lead and manage the HR Directorate ensuring the University’s approach to and delivery of HR reflects best practice and is innovative while addressing legal requirements
- Drive transformational change to HR processes and systems to deliver agile, cost effective service, underpinned by highly effective digital tools
- Support the University to deliver its strategic ambitions through the provision of appropriate workforce policies and practices
- Lead the development and implementation of equitable and competitive reward and recognition strategies that attract, motivate and retain the staff critical to organisational performance
- Lead the institution’s approach to staff engagement and performance management to drive a culture of high performance and engagement across the university’s workforce
- Ensure the delivery of development programmes and initiatives to support the enhancement of staff performance and leadership and management capabilities

Key Responsibilities

Planning & Organising

- Develop and lead the implementation of strategies and plans for the HR directorate which support and take forward the directorate and where appropriate university strategy and plans
- Planning activities of senior/managerial colleagues to support department and institutional objectives
- As part of the Heads of Professional Services leadership team, participate in the annual department operational planning process, to support the HR department strategic direction
- Oversee a number of institutional HR projects, which will typically have lasting impact, to ensure each project is managed and delivered to time and budget

Finance/Resource Management

- Ensure HR department financial plans are developed and that the HR service operates effectively within budget
- Explore ways of improving efficiency and effectiveness and promote improvements in value for money at the HR directorate, and potentially institutional level

Service Provision and Stakeholder Engagement

- Ensure stakeholder and customer needs are met now and in the future and ensure services are shaped to meet them
- Ensure stakeholder and customer feedback and quality processes are in place for the area of responsibility
- Ensure plans are implemented for the ongoing review of quality and of external benchmarks to promote the best possible service
- Work with senior colleagues from all areas of the university, with committees and external bodies, providing high level advice to inform Executive decision-making
- Represent the university externally, for example in regional and national sector groups

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Competitive package</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>37 per week (flexibility available)</td>
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<tr>
<td>Contract type</td>
<td>Open</td>
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<tr>
<td>Based at</td>
<td>Heslington Campus</td>
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Leadership and People Management

- Lead and manage the HR directorate staff, developing them and ensuring high levels of individual and team performance
- Develop, role model and maintain a culture of respect, inclusivity and mutual responsibility that puts equality, diversity and inclusivity at its heart, and enables staff to achieve excellence and supports continuous improvement
- Develop a culture of innovation and creativity, bringing together diverse staff from different teams to achieve a unity of purpose and ambition in strategic delivery
- Foster a positive, confident and enthusiastic working environment with good staff engagement, and a flexible approach to working

Risk and Compliance Management, Analysis and Reporting

- Review performance over time across the HR service and compare it to best practice within and outside the sector, identifying areas of improvement in structure, practices, policies and technology
- Ensuring HR practices and policies demonstrate full adherence with all compliance-related requirements (e.g. regulatory; statutory)
- Overseeing the delivery of institutional level projects or activities to meet the requirements of the university’s Council, Committees and Executive functions
## PERSON SPECIFICATION

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<thead>
<tr>
<th><strong>Qualifications</strong></th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree level qualification or equivalent experience, with Membership of the CIPD (as a minimum Chartered membership)</td>
<td>Essential</td>
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<tr>
<th><strong>Knowledge</strong></th>
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<td>In-depth understanding and knowledge of HR and organisational development and employment law</td>
<td>Essential</td>
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<th><strong>Skills, Abilities and Competencies</strong></th>
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<td>Strength and quality of leadership and personal skills required to develop and lead an effective, motivated and high performing team</td>
<td>Essential</td>
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<td>Strong verbal and written communication skills and strong influencing skills</td>
<td>Essential</td>
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<td>Ability to think strategically and provide innovative solutions to complex issues</td>
<td>Essential</td>
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<tr>
<td>High level of probity, diplomacy, confidentiality, as well as political and commercial acumen</td>
<td>Essential</td>
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<th><strong>Experience</strong></th>
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<td>Significant senior experience in a large complex organisation, including advising and influencing senior leaders and Board level executives working at a strategic and operational level, and managing and controlling substantial budget/resources/funding</td>
<td>Essential</td>
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<tr>
<td>Proven experience of working within a regulatory/procedural framework</td>
<td>Essential</td>
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<td>Experience of leading teams through significant, strategically-driven organisational change</td>
<td>Essential</td>
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<td>Experience of working with trade union organisations in a senior/management role</td>
<td>Essential</td>
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<td>Experience within a senior role in a Higher Education Institute</td>
<td>Desirable</td>
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<td>Experience of representing an organisation externally; regionally and nationally</td>
<td>Desirable</td>
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<tr>
<th><strong>Personal attributes</strong></th>
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<td>Strong personal commitment to equality, and diversity and inclusion</td>
<td>Essential</td>
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<td>A style which is proactive and enabling and with the presence and gravitas to operate successfully at all levels of the institution and with external organisations</td>
<td>Essential</td>
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<td>Driven to achieve results</td>
<td>Essential</td>
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<td>Possessing a high degree of integrity, honesty and openness</td>
<td>Essential</td>
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OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our [Equality, Diversity and Inclusion Strategy](#), which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. Further information on our health and wellbeing support can be found at [https://www.york.ac.uk/staff/support/](https://www.york.ac.uk/staff/support/).
THE UNIVERSITY OF YORK

We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. (https://www.york.ac.uk/research/)

We are a high-performing member of the Russell Group, ranked 16th in the Guardian’s Best University UK Universities 2021 League Table, and 30th in the Complete University Guide 2020. We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 16 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

Our vision is to be a university for public good, supported by five key strategic themes:

- Internationalism
- Sustainability
- Civic responsibility
- Research
- Student experience and teaching

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges created by the coronavirus crisis.

https://features.york.ac.uk/who-we-are/
Our campus community

Located within walking distance of York city centre, our safe and beautiful campus is home to our ten colleges and most departments. We also have departments located in the city centre at the historic King’s Manor, and we are investing in the sustainable development of our whole campus.

All York students become members of our college system, which provides an inclusive and a valuable sense of community on campus alongside the cultural offerings of the thriving city of York.

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
https://www.york.ac.uk/admin/hr/employee-benefits/selection/introduction/
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 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.
HOW TO APPLY

Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 9713
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 September 2021.

What will I need?

We will ask you for details of:

- Your CV
- A letter describing how you meet the requirements of the job and your motivation for application

You will also need details of 2 referees.

Help and assistance

Please direct informal enquiries to Paul Ellison (paul.ellison@york.ac.uk) Recruitment Adviser.

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

recruitment@york.ac.uk
+44 (0)1904 324835