



North East
Better Health
at Work Award
Gold Award



Director of People and Organisational Development

External Vacancy

Post Ref: 5908. Full Time, Permanent, Attractive Salary and Benefits

Reporting to the Principal and Chief Executive, this is a unique opportunity for a high performing, ambitious, qualified and highly skilled HR professional, who has proven experience in promoting excellence within HR and organisational development.

This post is for someone who is a natural self-starter, has a desire to achieve great things and most importantly wants to positively impact upon the future of Sunderland College. It must be someone with a high degree of vision and experience and who demonstrates cultural leadership behaviours together with a track record of both initiating and managing strategic and operational change.

Sunderland College is in the process of setting a bold vision, pulling the organisation together to create a new strategy where learning is aligned with performance. You will inspire and guide our employees, play an integral role in helping us achieve our strategic objectives leading onto an impressive and exciting future.

We want all our people to feel the College is one of the best places to work in the country. Working closely with the Principal and senior leadership team, your role is to shape our 'people-strategy' together with our leadership team and create the conditions for our people to be brilliant. It means that the way we develop our people must be inspiring, uplifting and challenging.

You will manage and lead all employees and resources within our HR function, further developing, implementing and sustaining a high performing, cost effective, customer focussed, professional HR function across the College. We want HR best practice further developed and delivered at organisational, Faculty, departmental and customer levels.

Most importantly you will be expected to embody an outstanding commitment of self and to fully engage others to develop, maintain and support a culture of equality and diversity in employment, in which all people are treated equitably and can realise their potential.

Sunderland College is a Further and Higher Education College based in the City of Sunderland; and one of the largest Colleges in the North-East region. It is a multi- College estate with 4 College campuses. Annually the College delivers education and training to c12,500 students ranging in age from 14-16, 16-18, and 19 years and above. Delivery spans all education routes including GCSEs and A levels, professional and technical education, apprenticeships, higher education and international.

Over the last 15 months the College has been scrutinised as part of the Governments national review of post 16 education, and also by the British Council, the Quality Assurance Agency and OFSTED. In each instance it has achieved impressive outcomes. The last OFSTED inspection report in June 2016 describes the College's leadership as strong, evident in; "Excellent communications and a highly visible leadership team [that] underpin collaborative working across the College"; "A culture

of high expectation”; and “A highly inclusive culture”. The College also competes nationally and regionally and has recently achieved Gold for the Better Health at Work Award.

For this post applicants should be able to demonstrate in their personal statement practical examples of how you fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who’s suitably qualified.

If you would like to discuss this exciting opportunity further then please contact Sara White (PA to the Principal) on (0191) 5116001

For details on how to apply please visit www.sunderlandcollege.ac.uk/vacancies or alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon, Wednesday 31 May 2017

It is anticipated that interviews will take place on 08 June 2017.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Director of People and Organisational Development
Post Reference:	5908
Department:	HRM
Grade:	Management Spine
Contract:	Permanent, Full Time
Location:	Any College Campus
Responsible to:	Principal and Chief Executive

PRINCIPAL DUTIES:

1. Work closely with the Principal and senior leadership team to understand how HR can support their people and strategic/ operational priorities.
2. Influence, lead and support change improvement initiatives across the College and its campuses, working closely with senior leaders to communicate change to employees as appropriate.
3. Produce a Sunderland College People Strategy and Plan, and influence organisational culture and transformational change by developing and implementing outstanding employee engagement processes and practices.
4. Develop and implement a talent management business strategy and plan that successfully drives forward the College's commitment to employing, managing, retaining and developing a superior workforce.
5. Manage and lead all employees and resources within HR including procured services, further developing, implementing and sustaining a high performing, cost effective, customer focussed, professional HR function across the College.
6. Ensure that HR best practice is developed and delivered at organisational, Faculty, departmental and customer levels.
7. Work alongside and influence College leaders and managers to embed high quality, timely, proactive performance management and to achieve high performing accountable leaders, teams and employees.
8. Ensure HR reporting tools deliver maximum value and that reporting and analysis of employee data fully enables the organisation to understand its employee cost base, and supports business decisions.
9. Ensure an outstanding commitment from self and others to developing, maintaining and supporting a culture of equality and diversity in employment, in which all people are treated equitably and can realise their potential.

MAIN DUTIES:

10. Harness the individual and collective passion of College change agents to ensure continuous transformation, shaping of structure, processes and culture that together can improve capacity to respond flexibly to change.
11. Plan an annual People Calendar and ensure all key activities are successfully project managed; activities will include key people projects, such as employee reward and recognition activities and improvement activity.
12. Develop, lead and implement an outstanding College wide CPD function that drives the College's Strategic Plan, including an aspiring/ leadership and management development programme. This should ensure value for money, effective use of the College's Apprenticeship Levy, and result in a positive impact upon the development and performance of employees.
13. Continually review the College's recruitment strategy and its value for money; work with the leadership team to analyse needs and manage recruitment and succession plans and ensure oversight of high quality and effective selection events utilising evidence based approaches.
14. Lead a best practice approach to employee turnover that supports and retains new and existing employees, whilst supporting those to embrace organisational change.
15. Ensure sickness absence systems and processes are consistent and effective, employees are managed fairly and with understanding, sickness absence is at or below sector averages and the adverse effect upon colleagues and financial performance is swiftly alleviated.
16. Informed by a best practice approach, design and implement a stronger framework that improves awareness of 'health, work and wellbeing' and leads to a positive impact upon workforce behaviours.
17. Ensure employee benefits packages offer a way to attract and retain employees, contribute towards improving staff well-being and enhance engagement; while also supporting HR practices and alignment with wider business goals.
18. Where relevant, lead performance reviews, and salary review processes taking into account Gender Pay information in conjunction with the senior leadership team.
19. Provide high quality HR leadership and expertise, advising on the application of HR policies, procedures, employment law and the risks and benefits associated with strategic and operational decisions.
20. Review existing ways of working and implement outstanding HR systems, use of technology, lean processes and best practice, statutorily compliant HR related policies and procedures that are communicated effectively and understood.
21. Provide confidential advice, counselling and support employees when appropriate, on Human Resource and related matters.
22. Collaborate on joint work with the College's marketing/communications team in relation to people leadership, engagement and recognition.
23. Attend and lead meetings with senior management, governors, leadership, inspectors and other stakeholders, ensuring all HR reporting is fit for the audience, is accurate and robust.
24. Develop, lead and implement a best practice framework aimed at fostering meaningful industrial relations within the College and manage the process of high quality and timely consultations with the recognised trade unions and staff representatives.
25. Ensure the confidentiality of management information, maintenance of sensitive employee data, retention of appropriate records and the provision of information in respect of returns required by external agencies and government bodies.

GENERAL DUTIES:

26. Travel to other locations to attend meetings and meet with the teams when required.
27. Manage effectively the departmental budget allocation and ensure compliance with College financial regulations and procedures.
28. Participate in the College Performance Management programme, agree and regularly review performance objectives and undertake the required training in order to update skills and meet the requirements of the College's Strategic Plan.
29. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
30. To uphold British Values, the college values and responsibilities with regard to equality and diversity.
31. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
32. Undertake such other duties as may be reasonably required.

Person Specification

Post Title: Director of People and Organisational Development (Post Ref: 5908)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude High performing, resilient HR professional, capable of building authentic relationships with others, placing high value on respect, integrity and fairness and positively impacting desired improvement. Knowledge and experience of specialist ICT/HR packages and successful implementation of improved ways of working. Understanding and practical knowledge of employment law, employment law, employer best practice and relevant legislation, policies and procedures. A self-assured and confident communicator (written and oral), able to exercise situational leadership when working with a diverse range of employees and stakeholders in a wide range of situations. First class interpersonal skills, demonstrating empathy and the gravitas to promote and embed people practices throughout the organisation. A strong insightful influencer with the ability to coach and counsel employees and senior executives and able to recognise when others are under pressure and able to support where possible. Organised and methodical approach to administration and record keeping. Be assertive with a calm demeanour and able to maintain perspective when faced with challenges or setbacks.	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Qualified at Level 6 or above in a relevant subject area e.g. occupational psychology, MBA, Strategic HR. Formal HR qualification (CIPD level 5 or higher) with CIPD membership at full or fellow level. An appropriate higher level professional qualification in Leadership and Management at level 4 or above Evidence of HR related CPD and a broad knowledge of labour and employment law. Level 2 qualification in English and Maths	✓ ✓ ✓ ✓	✓ ✓

<p>Experience</p> <p>Several years' experience working in an HR role within a large organisation, including line management of HR teams and successful leadership of quality improvement initiatives.</p> <p>Handling of disciplinary investigations, hearings, appeals and grievances through to Employment Tribunals.</p> <p>Experience of formulating, implementing and revising people strategies/plans, human resources policies & procedures.</p> <p>Collaborating with others you will be highly effective at building relationships and engaging the commitment of others, in order to achieve success for the College and its employees.</p> <p>A highly motivated, result orientated individual, maintaining focus and drive to achieve quality outcomes.</p> <p>Able to delegate and empower others in order to achieve desired results and focussing own time and efforts on issues that will the greatest impact on agreed objectives.</p> <p>Able to reflect, analyse, absorb feedback, problem solve, anticipate responses and plan an effective approach accordingly.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Disposition</p> <p>Perform consistently with the College's values and interacts in a way that reflects positively on the College, both inside and outside.</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality and diversity.</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	