



Director of People Information Pack

PUBLISHED
7 October 2019

Contents

	<i>Page</i>
Job Advert	3
Job Description	4
Person Specification	6
Terms and Conditions	8
Structure Charts	9
Timeline	11
Benefits of Working at Middlesbrough College	12

**JOB ADVERT
DIRECTOR OF PEOPLE**

Director of People – salary up to £50,000 (+ excellent benefits)

Often described as a 'world under one roof', Middlesbrough College is a large General Further Education College, serving 13,000 students each year, from entry level to level 7 and supporting all sectors of the economy.

With excellent results, strong financial health and a good and growing reputation with local employers – our staff are without question crucial and central to our success.

One year into our five year strategic plan and 'one team' people strategy – we are seeking a Director of People who can cement our position as the Regional Further Education 'employer of choice'.

If you are an experienced HR professional, with a passion for making a difference, and with a proven track record of delivering innovative staff recruitment, retention, wellbeing and development strategies – we'd love to hear from you.

For an informal chat please telephone Jane Steel – Vice Principal, Staff and Students 01642 333775 or j.steel@mbro.ac.uk.



Mission Statement
'Driving Ambition, Inspiring Success'

Job Description

Job Title No:

Post Holder	
Job Title	Director of People
Responsible to	Vice Principal for Staff and Students

Purpose: Key Strategic Objectives

- To develop and implement the College's People Strategy, aligned to the College's strategic objectives.
- To deliver an effective, efficient and responsive Human Resources service in a manner which supports the College's values whilst responding flexibly to the evolving internal and external environment.
- To ensure compliance with all relevant legislation and statutory duties in relation to staffing, employment and pension matters.
- To be actively involved in the attainment of objectives contained within the College's Development Plan.
- To commit to the College's Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

Specifically, the post holder's responsibilities will be as follows:

- To develop, monitor and deliver the College's People Strategy in support of the College's Strategic Plan.
- To lead and develop a comprehensive Human Resources Service including but not limited to recruitment and selection, on-boarding and exit services, payroll, occupational pension, wellbeing services, sickness monitoring, complex casework, capability, disciplinary, employee relations, restructures and appraisal/grading reviews.

- To be the lead for Staff Safeguarding, ensuring that Safeguarding and Keeping Children Safe in Education (KCSIE) requirements are implemented and compliance is maintained at all times.
- To lead on the development of HR and Payroll systems and processes, and to improve service delivery and information through the development and utilisation of key management reports.
- To lead and manage the Human Resources Team, ensuring high performance and ongoing development and engagement.
- To provide guidance and effective support to the Senior Leadership Team and line managers on strategic and operational HR matters.
- To lead on the development and implementation of an effective recruitment and reward strategy to enable the College to attract and retain a high calibre workforce.
- To take a lead role in organisational development and the management of change.
- To ensure the College meets its statutory and audit requirements in relation to Human Resources services.
- To ensure relevant policies and procedures are developed and adhered to and provide training and support to staff as required.
- Prepare and analyse HR metrics and provide reports that support decision making in specified areas.
- To actively show a commitment to the Departmental Strategic Objectives.
- To develop strong, positive working relationships with internal and external colleagues.
- To show an active commitment to the College's Equality and Diversity Policy, Quality Frameworks and Health & Safety Procedures.
- To actively participate in Continuous Professional Development including the introduction of new technologies to allow you to contribute effectively to the success of the College.
- To carry out such other appropriate duties commensurate with your skills, knowledge and experience.
- The College may, in consultation with you, need to vary these duties from time to time in order to respond to the changing requirements of the College.

Signed: _____ **Date:** _____

PERSON SPECIFICATION

CATEGORY	REF	CRITERIA DESCRIPTION	METHOD OF ASSESSMENT
1. Skills and Abilities			
Essential	1.1	The ability to optimise digital technology systems to transform working practices.	Application/Interview
	1.2	Excellent interpersonal, written and verbal communication skills and the ability to engage and influence colleagues at all levels within the organisation.	
	1.3	To be a proactive driver of change.	
	1.4	The ability to motivate and drive improvements in our key services and processes.	
	1.5	Effective leadership and management skills and the ability to motivate others to achieve their potential.	
2. Qualifications and Training			
Essential	2.1	Qualified Chartered membership of CIPD.	Application/Verification of original certificates
Desirable	2.2	A Degree level or equivalent qualification in a relevant subject area e.g. HRM.	
3. Attitude / Disposition			
Essential	3.1	Highly proactive style of work, with a demonstrated track record of developing innovative approaches.	Application/Interview/References
	3.2	Highly motivated and confident and the ability to motivate and inspire others.	
	3.3	A team player with excellent interpersonal and presentation skills.	
4. Knowledge			
Essential	4.1	Excellent knowledge of current HR legislation.	Application/Interview
	4.2	Knowledge and experience of occupational pension schemes, auto enrolment and HMRC.	

	4.3	Knowledge and experience of managing a complex payroll.	
	4.4	Knowledge of best practice recruitment and selection processes and employer engagement arrangements.	
Desirable	4.5	Good knowledge and understanding of the further education environment.	

5. Experience			
Essential	5.1	Demonstrable experience of operating as a HR lead across a complex organisation.	Application/Interview
	5.2	Sound judgement demonstrated by experience advising on complex employee relations matters, pay policy, and HR policies and procedures.	
	5.3	Experience of working in a unionised environment and negotiating with union representatives and officials.	
	5.4	Experience of implementing, developing and streamlining HR and Payroll processes that are accessible, using systems that enable staff and Managers to work effectively.	
	5.5	Experience of the development and implementation of effective recruitment and retention strategies, including employee benefits and rewards.	
	5.6	Experience of the development of staff engagement strategies and the improvement of communication, morale and staff wellbeing.	

CONTRACT ARRANGEMENTS

Job Title No:

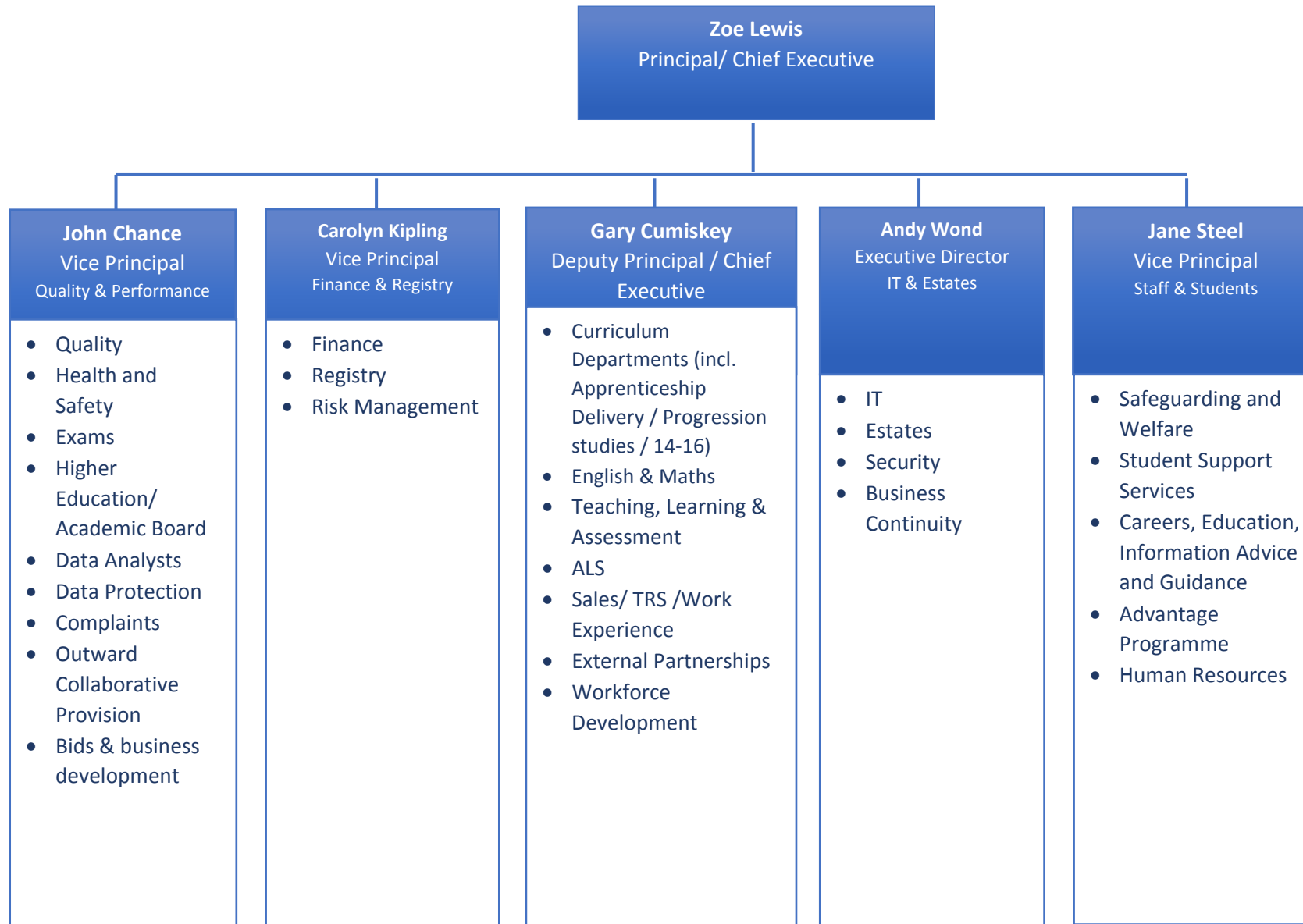
Management Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines.

Within your contract, the following salient features will apply:

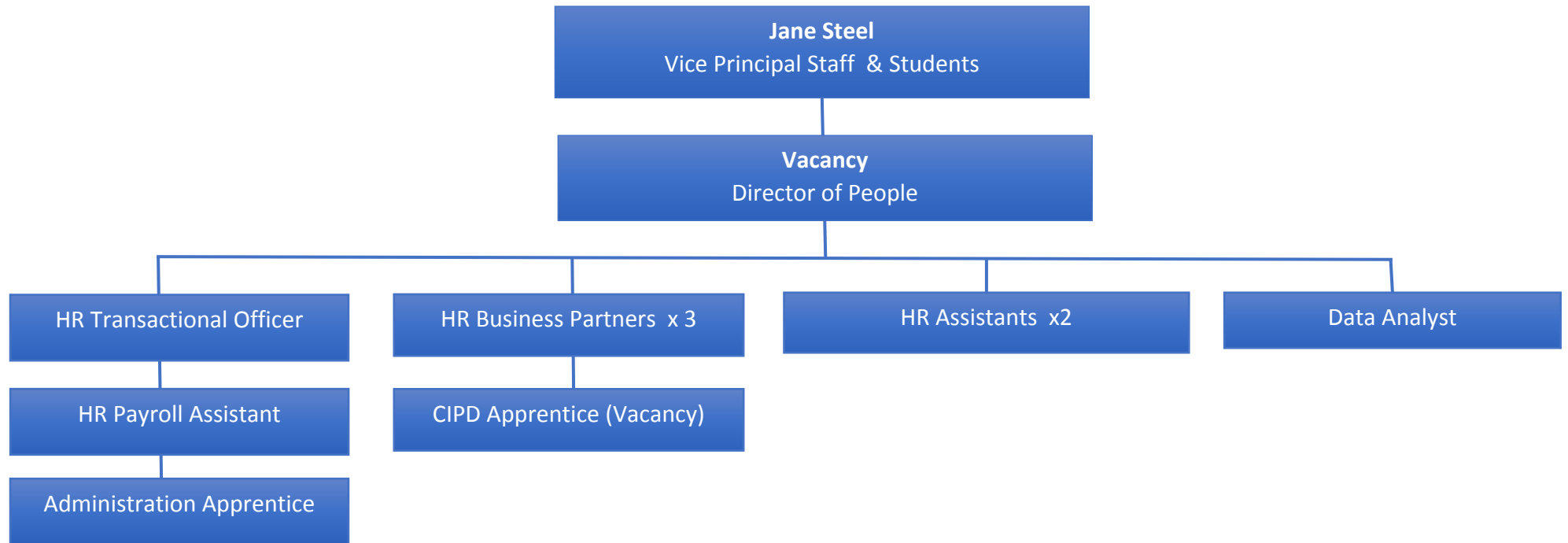
- | | |
|---|--|
| 1. Contract type | Management. |
| 2. Working week | 37 hours |
| 3. Holiday | 36 days per annum plus statutory bank holidays
(holiday year 1 st January – 31 st December) |
| 4. Period of Notice | Three months |
| 5. Salary Scale | Management Scale
Points 8 – 14
£42,570.00 - £50,070.00 |
| 6. Pension | Employees are eligible to join the local government pension scheme. Employees' contribution is dependent on salary. |
| 7. Sickness | The Corporation sickness policy will apply (further information is available from the HR Department on request) |
| 8. Probationary/Development Review Period | Twelve months |

Please note that all appointments are subject to a satisfactory Enhanced Disclosure & Barring Service check and receipt of two satisfactory references.

SENIOR LEADERSHIP TEAM STRUCTURE



HUMAN RESOURCES TEAM STRUCTURE



TIMELINE

7th October

- Advert goes live / notify recruitment partner to commence search

23rd October

- Closing date for applications

25th October

- Notify shortlisted candidates

5th November

- Interview (all day)

Benefits of Working at Middlesbrough College

We have expanded the benefits for staff



Transport



- Subsidised car parking
- Accessible by train
- Cycle to work scheme/ cycle pods
- Corporate season rail card
- Electric vehicle charging

Staff Support



- Confidential counselling
- Phased return to work
- Flexible or phased retirement
- Expectant parents meetings
- Stress risk assessments
- Flexible working requests
- Supportive sickness policy



Pay Related Benefits



Above regional averages for:

- Pay
- Pension
- Holidays
- Adoption/ maternity/ paternity leave
- Leave of absence
- Flexible working
- Buying / selling annual leave
- Childcare voucher scheme
- Benchmarking of terms and conditions locally
- Golden Hellos
- Market Rate Supplements
- Performance Based Incremental Progression

Staff Development



- Extensive staff development opportunities
- Staff development days
- Mentoring Opportunities
- Mentor scheme
- Professional updating
- Performance Reviews and Career Planning

Celebrating Success



- STAR awards
- Long service awards
- Exceptional contribution award

One Team Atmosphere



- July conference - festival food
- Christmas festivities/ party
- Christmas market
- Single campus
- Common values

Start for Success



- Supportive Probationary Period
- Comprehensive induction
- Buddy scheme
- Mentoring Opportunities

Working Environment



- Modern building
- Access to affordable high quality food
- IT access from home
- Town centre proximity

Regular Communications



- Minimum of 2 staff conferences per year
- Principal's bulletins
- Regular meaningful team meetings
- Regular surveys
- Annual report/ strategic plan
- Bi-annual 1:1 performance reviews

Active Staff Voice



- Monthly JCNC
- Staff council
- Staff suggestion scheme
- Ad-hoc staff working groups

Staff Benefits



- NUS discount card
- Car buying discounts



Staff Health and Wellbeing



- Yoga
- Men's health
- Lifestyle machine
- Subsidised gym
- Cycle to work scheme
- Coffee and catch-up vouchers
- Cycle pods
- Mental health support
- Critical illness policy
- Physiotherapy service (MC Therapy)
- Staff well being events / initiatives
- Flu vaccine
- Health needs assessment
- Health screenings / procedures
- Health plan (Simplyhealth)
- Occupational health
- Occupational counselling

