



UNIVERSITY OF BIRMINGHAM

Deputy Director of Human Resources

Background

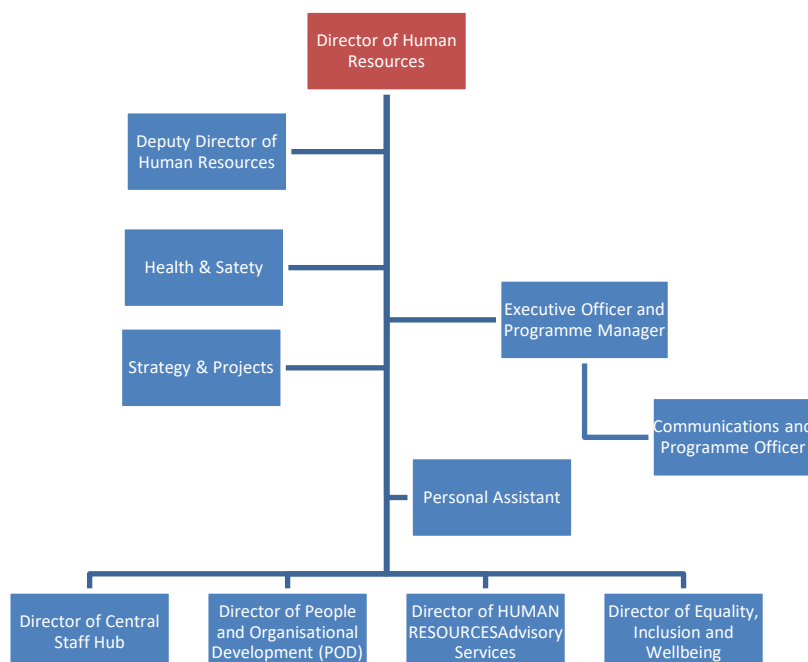
Working with colleagues across the institution, Human Resources at the University of Birmingham is critical to the development and delivery of many aspects of the University's strategies, while People and Culture are an important plank in our Strategic Framework for 2030. The Team facilitates the recruitment, development, engagement and retention of talented colleagues, helping to create a culture which is both vibrant and inclusive and which facilitates the University's stretching ambition of being a Top 50 institution. The Team is committed to ensuring Human Resources at the University of Birmingham attracts great people who are proud to work in the function and for the University of Birmingham, who engender respect both inside and outside the University for the quality of work they do.

The Role

As Deputy Director of HR, you will deputise for the Director of Human Resources - who is the University lead for all matters relating to People and Culture - and be accountable for overseeing the delivery of significant Human Resources (HR) programmes and initiatives designed to support the University's ambitions as articulated in the Strategic Framework 2030. The role-holder takes joint responsibility with the Director of HR for leading the Director's Office teams, including programme management, communications, HR specialisms and strategic projects.

In addition, you will work with the Director of HR and, where appropriate, other members of the senior leadership team, to enhance the employment proposition through initiatives such as "The Birmingham Academic Career Framework", providing support for the University's staff diversity and inclusion agenda, taking oversight of reward and benefit strategies, working with trades union partners and modernising, where needed, key employment processes and employee terms and conditions.

The Human Resources Team



Director's Office

Led jointly with the Director of HR, the Director's office team covers:

HR Strategy and Projects

This team covers HR Systems, Management Information and Reward, which includes benefits, and Policy and Industrial Relations. Working in partnership with all other parts of HR, and the institution, this team develops and delivers the University's HR related policies, leads on developing and maintaining the relationship with the Trade Unions and advising on the negotiations, working closely with other senior colleagues across the University including the Provost. The team also provide high quality data and analytics for a range of institutional and functional, supporting the institution in making decisions that are data based.

The **Head of Health and Safety Services** also reports to the Director's Office.

The health and safety professionals within this team ensure compliance across the institution and support colleagues from all parts of the institution to deliver safe research and teaching.

Central Staff Hub

The management of key HR systems and processes is led by the Director of the Central Staff Hub. The Central Staff Hub was created in 2021 and brought together colleagues from central operational HR teams and from Finance (Payroll and Pensions). This includes recruitment, management of fixed term contracts, immigration, payroll and pensions, as well as a service to handle routine policy and procedure queries. Through streamlining processes this provides an efficient and consistent service across the University, using an online portal for the submission of staff queries.

The team also provide training to managers on aspects of 'Core Systems' which is the new Oracle HR, Finance and Payroll system that was introduced in 2019 as well as ensuring that processes are under continuous review to ensure efficiency and effectiveness. The University has recently implemented Oracle Recruit to offer a more efficient recruitment process for hiring managers and candidates.

HR Advisory Services

At the same time, the Central Staff Hub structure frees up the time of locally based HR professionals to spend their time on other value-added work. Under the leadership of the Director of HR Advisory Services, the team supports all aspects of employee relations and performance transformation. It works in partnership with academic Colleges using a Business Partner model whereby an HR Business Partner works with each of the five Colleges and with Professional Services. The HR Business Partners and their teams work proactively with Heads of Colleges and Professional Services Senior Officer teams, providing advice and support on aspects such as performance, restructuring and strategic recruitment.

People and Organisational Development (POD)

Learning and Organisational Development is led by the Director – People and Organisational Development (POD). This team delivers open courses as well as a suite of programmes aimed at developing leadership capability across the organisation. The team also leads our internal Coaching Academy, which includes many members of University staff who support internal coaching assignments across the institution.

Equality, Inclusion and Wellbeing

Finally, our newest department within HR, Equality, Inclusion and Wellbeing, was formed in May 2023 and draws together colleagues from ED&I and Occupational Health. This team, working closely with the Deputy-Pro-Vice-Chancellor for Equality, Diversity and Inclusion, will implement a refreshed, bold vision for ED&I that the University Executive Board and University's Council has recently signed off. This team also manages the relationship with our Employee Assistance Provider and, with an expanded team and remit, will play both a front of foot and a supportive role in sustaining staff wellbeing.

Main duties

- To play a significant role in the leadership and ongoing development of the HR function through active collaboration with senior colleagues in the HR Senior Leadership Team and across the wider University.
- Co-lead the Director's office team in the design, development and implementation of initiatives designed to enhance and develop the employment proposition and employee relations, as well as coordination and leadership of the wider HR function.
- To take a significant role in the design and implementation of people management strategies which will drive the University's growth and development ambitions through to 2030.
- To support the Director of Human Resources in developing a positive employee relations climate, working with Trade Unions to ensure that all stakeholders work together and move forward in the best interests of staff and students of the University of Birmingham.
- To deputise for the Director of Human Resources as required, taking accountability for the breadth of the HR Function.
- To collaborate with colleagues across the University, as appropriate, representing Human Resources at committees and meetings or on working parties, and contributing to the development of positive cross-functional resolutions with other professional services functions and with colleges and academic departments.
- To support change programmes, employee relations activity and other strategic developments that underpin the delivery of university wide strategic plans that respond to a continually changing higher education landscape.
- To work with senior colleagues in the University, take a lead role in building relationships with the University's trades unions, with particular focus on developing a longer-term focus on the appropriate employment "deal" for the University's support staff, with whom the University bargains locally.
- To lead the team in developing their skills, building confidence, reviewing and redefining the advice to be delivered, monitoring performance against KPT's and identifying improvement.
- To advise the University on best practice in the areas within the role-holder's remit, managing operational, legal and reputational risk.
- From time to time, to participate in higher education and/or wider HR working groups and, with the Director of HR, to ensure that the University is appropriately represented in relevant sectoral groups.
- To build a culture of continuous improvement across the range of HR specialisms within the job-holder's remit and working with other senior colleagues to embed this across the HR function.
- Ensure effective management of people-related change programmes and projects, delivering on time, to budget and to quality.
- Ensure trends and new opportunities, both in Human Resources practice and in the Higher Education environment, are evaluated for their potential to support the University's goals and aspirations, particularly in relation to development in pay and reward propositions and the employee relations framework.

Person specification

- Ability to communicate persuasively with people at all levels, both written and verbally, in particular authoring high quality papers for senior committees on complex matters.
- Proven ability to lead, manage and motivate a large team of staff, empowering them to deliver, and leading them through change to enhance significantly the overall HR service.
- Excellent interpersonal and negotiating skills, relating well to colleagues from different backgrounds both within and outside the institution and at varying levels of seniority, and being able to gain the trust of and credibility with senior managers.
- Ability to think strategically, formulating relevant and practical organisational strategies, together with tactics for advancement.
- Ability to foster innovation leading to business change and service development, in particular leveraging progressive and novel concepts/ strategies.
- Significant experience in a similar large and complex environment.
- Empathy with and an enthusiasm for the purpose of Higher Education; ideally but not necessarily twinned with experience of working in a University or a related environment.
- A proven track record of managing a large team.
- Strong practice of project and programme management.
- Experience of managing significant budgets.
- Ideally CIPD qualified or equivalent and of graduate calibre.