
Job Description

Director of People (Job Number: 25000972)

Human Resources & Organisation Development

Grade 10: Competitive

Open-Ended/Permanent: Full Time

Contracted Hours per Week: 35

Working arrangements: opportunity to work hybrid with a minimum number of days on campus each week

Responsible to: Chief People Officer

Responsible for: HR Business Partner Team, Employee Relations, Recruitment and Selection, Relocation and Immigration, Occupational Health, HR Lead for Equality, Diversity and Inclusion

The University

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other.

We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally.

We would be thrilled if you would consider joining our thriving University.

Find out more about the benefits of working at the University and what it is like to live and work in the Durham area on our [here](#)

The Role and Department

Working closely with the Chief People Officer, the Director of People will support the implementation of the People Strategy alongside colleagues within the HR senior leadership team, translating the aims and objectives of the Strategy into clearly defined policies and plans.

As the nominated deputy for the Chief People Officer, the post holder will have primary responsibility for employee relations (via the Business Partner Team), the University's Occupational Health service, talent acquisition and associated compliance activities, such as those related to UKVI and the DBS. The Director of People will also be the HR lead for equality, diversity and inclusion in support of the University's EDI ambitions and will support the CPO and senior university colleagues in the management of trade union relations.

The post holder will provide effective leadership and management to the teams in their area of responsibility, and ensure the delivery of excellent and expert partnering, support and advice to all areas of the University.

Duties and responsibilities:

Leadership

- Deputise for the Chief People Officer when required.
- With colleagues on the HR senior leadership team, ensure the effective leadership of the HR and OD directorate and a collaborative and continuous improvement culture.
- Ensure delivery of the People Strategy
- Uphold the stated core lived values of Durham University, including promoting EDI requirements and initiatives.
- Take lead responsibility for equality, diversity and inclusion as it relates to HR and people practices, including attendance on key university committees, and ensure inclusivity and equality considerations are embedded within approaches and decision making across the directorate.
- Take the lead on significant change programmes, as necessary, providing expert advice and guidance and ensuring the HROD team is well positioned to respond and support.
- Support the CPO with the development of effective and productive relationships with the University's trade union representatives, taking a partnership approach.
- Advise on complex employee relations issues, including to executive colleagues, and oversee preparations for Employment Tribunals as necessary.
- Provide effective leadership to all teams that the postholder has responsibility for, ensuring high performance, a customer focus and best practice approach. To include being accountable for:
 - leading the Business Partner Team to ensure a risk based approach and effective and successful management of employee relation cases and change projects, working closely with campus trade unions to promote positive relations.
 - leading the Recruitment and Selection team to ensure a world class, cost effective and responsive service that reflects best practice within the sector and beyond.
 - leading the relocation and immigration functions to ensure best practice and compliance with legislative requirements.
 - the University's Occupational Health Service to ensure an effective and compliant occupational health service that is responsive to the needs of the university.
- Be accountable for the development, implementation and timely updating of all HR policies and processes within the remit of the role.
- Lead or contribute to HR, cross-functional and university-wide project groups

Analysis and Reporting

- Monitor performance within area of responsibility and drive through improvements linked to best practice.
- Maintain a continuous review of quality and external benchmarks to deliver the best possible service.
- Use data to understand and report on trends and issues and thereafter to implement any relevant solutions
- Encourage a culture of evidence-informed solutions and the use of data to inform planning and decision making.

Interpersonal

- Be focused on delivering the People Strategy by identifying and developing positive working relationships, partnerships and business relationships.
- Chair, service, manage and attend various committees and meetings, as required.

Planning and Organising

- Deliver projects in a structured, well-organised and timely manner.
- Ensure compliance with statutory obligations in area of responsibility (e.g. employment law and UKVI).
- Write and contribute to reports and papers, including to University committees.
- Horizon scan for new developments and changes in HR practice, employment law (inc. UKVI) and sector regulation, ensuring these are highlighted and appropriate changes implemented.

Finance and Resource Management

- Review, assess and consider efficiency opportunities in areas of responsibility, recommending and/or implementing changes, as appropriate.
- Manage relevant budgets, ensuring expenditure is within defined limits, provides value for money and return on investment.
- Ensure external providers are procured and managed in a cost effective way and compliant with the agreed University procedures.
- Contribute to the production of accurate and meaningful management information to inform strategic decision making.
- Ensure relevant evidence and data is used as part of strategic decision making.
- Contribute to the HR planning process.
- Ensure that staffing levels are maintained to provide effective, efficient and economic services.

Liaison and Networking

- Develop effective internal working relationships and act as advocate for HR best practice.
- Work with and influence staff at all levels across the University.
- Proactively engage in professional and HE related networks to support benchmarking, horizon scanning and updating on developments in and out with the sector.
- Participate in external regional and national networking opportunities.
- Engage in at least one ongoing citizenship role or responsibility outside of HR.

People Management

- Lead and manage staff, ensuring appropriate development opportunities and monitoring of performance and productivity.
- Monitor workloads and staffing levels to ensure the provision of a high quality service and the wellbeing of staff.

Continuous Improvement

- Lead continuous improvement of services and monitor external benchmarks to promote the best possible service.
- Undertake regular audits of immigration policies and procedures, ensuring practices are in line with statutory requirements.

Communication

- Undertake day-to-day interaction with people of any level, including internal and external stakeholders, representing the interests of the function / University.
- Design and/or deliver training and development programmes for areas of responsibility, e.g. employment law updates, Head of Department Induction, University Induction.
- Ensure effective communication of new HR initiatives, policies and initiatives.
- Engagement in University events such as VC Fora.

Business Awareness

- Up to date knowledge of developments in Higher Education.
- Develop (or continue to develop) a deep understanding of issues specific to Higher Education e.g. the engagement and organisation of academic staff.
- Up to date knowledge of HR best practice in large complex organisations.
- Work with colleagues across the University to ensure that policies, systems, procedures and guidelines are in place to enable compliance with legislative, regulatory and best practice requirements.
- Undertake personal CPD, and proactively facilitate team CPD, to ensure skills and knowledge required are kept up to date.

Service and Policy Development

- Develop and use appropriate key performance indicators for the teams in areas of responsibility, including financial efficiencies, operational effectiveness.

Any other reasonable duties commensurate with the role.

What you need to demonstrate when you apply/Person Specification

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Your application should cover the following criteria:

Essential Criteria

Please note that criteria marked with an asterisk will be given a higher weighting during the application and interview process.

Qualifications

- Educated to Degree level or equivalent experience.
- CIPD qualified or equivalent professional qualification.

Leadership Experience

- * Considerable experience of leadership of diverse teams of professional staff within a HR/People function, including business partnering or employee relations specialists.
- * Demonstrable experience of leading staff within a complex organisation.
- * Successful experience of leading change projects.

Management Skills

- * Proven ability to lead and motivate teams to perform at consistently high levels.
- * Experience of managing committees and meetings.
- * Capable of analysing and designing solutions to complex problems.
- * Ability to analyse data to support decisions and solutions.
- Track record of delivering personally as well as through others to tight deadlines.
- Evidence of effective line management skills.
- Demonstrable experience of managing budgets.
- Commitment to the improvement of others.

Professional Skills

- * Significant experience of advising on complex employee relations issues taking into account relevant employment law and cognisant of risk appetite.
- * Experience of drafting persuasive committee papers to tight deadlines and presenting proposals to senior committees.
- * Experience of working with employee representative structures/workplace representatives
- Experience of managing complex projects to successful conclusion.
- Commitment to professional CPD and training.
- Commitment to continuous improvement and excellent customer service.

IT Skills

- Familiarity with HR information systems

Personal Skills

Please note that we will not be assessing personal skills from your written application and therefore the following requirements do not need to be addressed in your written application.

- Professional approach to work coupled with integrity, tenacity and diplomacy.
- Ability to work with credibility with stakeholders at all levels.
- Ability to quickly forge productive working relationships with a range of diverse stakeholders.
- Excellent communication skills (verbal and written).
- Ability to manage a high workload and competing priorities.
- Ability to identify and introduce innovative and creative approaches to work.
- Commitment to further personal development.

Desirable Criteria**Leadership Experience**

- Experience of engaging with trade unions in a multi unionised environment.

Management Experience

- Experience of working in the Higher Education Sector or a similar complex organisation.
- Experience of change management at scale.

Durham University is committed to equality diversity, inclusion and values

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work. As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

Working at Durham

- A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:
- 30 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 42 days per year.
- The University closes between Christmas and New Year.
- We offer a generous pension scheme, As a new member of staff you will be automatically enrolled into the University Superannuation Scheme (USS).
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing including discounted membership for our state of the art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available plus access to holiday camps for children aged 5-16.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- A salary sacrifice scheme is also available to help you take advantage of tax savings on benefits.
- If you are moving to Durham, you may be eligible for help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

Discover more about our total rewards and benefits package [here](#).