



**St Mary's
University
Twickenham
London**

Job Title:	Director of Human Resources
Department:	Human Resources
Reports To:	Chief Operating Officer
Salary:	Dependent on experience
Hours:	Full time – At this level the post holder will be expected to work flexibly, including evening and weekends as necessary.
Term:	Permanent

Since 1850, St Mary's mission has been to provide a high-quality professional environment, inspired by its distinctive ethos and values. The University is an inclusive academic community, where everybody is welcomed.

As the University builds on its proud heritage, it will be looking for exceptional people to help shape its progressive future.

The Human Resources team works in partnership with departments and individuals across the University. Drawing on our professionalism, expertise and knowledge, our responsibilities range from staff empowerment to change facilitation. In everything we do, we champion a culture of positivity and inclusivity.

Job Purpose

- To provide leadership, motivation and effective management of the HR & OD Department.
- To support the achievement of the University's Vision 2030 through the provision of efficient, high-quality, proactive services which meet the needs of the University and its staff.
- To provide strategic leadership and expertise with the aim of developing employee engagement and creating a high-performing leadership culture.
- To provide strategic and operational leadership of the staff equality, diversity and inclusion agenda, including supporting the University EDI Charters.

- To provide leadership in staffing impact as part of business continuity planning and crisis management.
- To lead the drive to actively identify and manage talent through the University People Strategy.

Main Duties and Responsibilities

Leadership & Strategic responsibilities

- Ensure the University's Vision 2030 is supported and enabled across the University through the continued development and implementation of the five-year People Strategy.
- Provide a solution-based approach to the senior leadership team by the application of appropriate interventions.
- To act as a strategic HR Partner to the Senior Leadership Team and Board of Governors as appropriate.
- In light with the five-year People strategy, lead the approach to the promotion of equality, diversity and inclusion of staff and the promotion of a diverse and inclusive culture.
- To further develop a culture of positive leadership behaviours, ownership and engagement where all staff feel empowered, supported and trusted to perform to the best of their ability.
- Role model and lead by example in respect of University values, anticipate and act as the facilitator to uncover areas requiring improvement and identify both short-term benefits and longer-term change solutions.
- To develop and implement high quality policies, procedures and practices that are simple, fair and transparent while ensuring they are accessible and fully compliant.
- To lead the drive for all people processes to continue the drive for full automation, with the aim of reducing the bureaucratic burden for both HR and staff.
- Ensure that the HR Team is led by example, motivated and developed to continue its aspiration to operate as a high-performing team.

Operational responsibilities

- Ensure a high-quality employee life-cycle experience by the delivery of a seamless, customer-focused, valuable, efficient and professional service to the University at all times.
- To keep abreast of external developments within the government, the higher education sector and wider employment legislation and emerging best practice, assess their implications, and evaluate the impact and make

recommendations for potential change or enhancement within the University, as appropriate.

- To support and encourage an environment of positive leadership with underpinning proactive OD interventions.
- Ensure that staff data is accurately captured, maintained and stored in line with GDPR legislation.
- Support the University and Department heads through the production of People Packs, wider analytics and reporting to enable data-driven decision making.
- To be accountable for meeting all statutory obligations arising from the management of Human Resources on behalf of the University, including gender and ethnicity pay gap reporting and the HESA staff return.
- Plan, coordinate and lead on the people aspect of projects across the University to ensure optimal success.
- Work closely with senior leaders to proactively plan, advise and support change, ensuring that people and financial impact is fully considered and communicated throughout the process.
- Develop effective working relationships with a wide variety of stakeholders, both internal and external, including further developing and maintaining relationships with the recognised Unions.
- Ensure that all external providers and services used by the department are managed appropriately, ensuring service level agreements are met and that they provide value for money for the University.
- To plan and manage the HR Department resources and budget in accordance with the University priorities and financial regulations, and ensure that procurement procedures are followed at all times.
- Provide support and oversee the process of the annual University Promotions Committee.
- Attend and Chair internal and external working groups or Committees as required by the Chief Operating Officer.
- Undertake any other activities, as reasonably requested, by the Chief Operating Officer.

PERSON SPECIFICATION

Knowledge and Qualifications

1. CIPD qualified with up to date knowledge of human resource management.
2. Experience of leading a successful HR service.
3. Experience of developing and implementing a successful HR/People strategy that delivered a measurable improvement through key performance indicators and wider organisational performance.
4. Experience in leading, developing and delivering significant projects successfully, delivering measurable benefits to the organisation.
5. A track record of advising on contentious and complex ER issues up to and including at Board level.
6. Evidence of successfully leading and managing complex change programmes.
7. Extensive employment law knowledge and understanding of best practice.
8. A track record of bringing improvements to systems and practices within a HR department with the result of a better customer experience.
9. Experience of working within a Unionised environment.
10. Experience of managing overseas employees. **(desirable)**
11. Experience of working within Higher Education sector. **(desirable)**

Skills and Competencies

1. The ability to create a positive team environment where staff at all levels are encouraged to develop and excel.
2. Excellent verbal and written communication with the ability to tailor communication to different audiences.
3. Highly developed stakeholder management skills with the ability to facilitate change and resolve conflict.
4. Outstanding organisational skills and flexibility with an ability to work to deadlines.
5. Personal resilience and emotional intelligence.
6. Ability to work under pressure and manage a large, complex workload.

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.