**Executive Director**

**Organisational Development & Human Resources**

# Job Description

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| Area | : | **Senior Leadership Team** |

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| Salary Range | : | **M7 Pt 61-65,** (£84,189 - £94,737) |

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| --- | --- | --- |
| Hours of Work (Full-time/Part-time) | : | **Full-time** |

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| --- | --- | --- |
| Line Manager | : | **Principal/CEO** |

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| --- | --- | --- |
| Line Managing | : | **Human Resources Manager** |

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| Responsibility for | : | **Organisational Development & Human Resources**  **Welfare & Wellbeing** |

# Main Purpose of Job:

To strategic leadership, management and development to Human Resources and Organisational Development to ensure that the provision and services it provides:

* meets the needs of learners, employers and other stakeholders;
* is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
* is effective, efficient and provide excellent value for money;
* reflects the vision, mission, aims and values of the college;
* is innovative, developmental and sector leading; and
* promotes a culture of excellence and equality.

The post-holder will be a member of the Senior Leadership Team (SLT) and will work closely with the College Executive Leadership Team (ELT) in the production of the strategic and operational plans.

# Key Duties and Responsibilities:

* 1. Provide strong, positive and inspirational leadership at Senior Leadership Team (SLT) level to promote quality improvement in response to feedback from learners, parents, partners, employers, staff, inspectors and accrediting bodies on the quality of services.
  2. Provide clear day-to-day leadership in the development and delivery of Human Resources and Organisational Development, to ensure that the function meets the needs of staff and stakeholders, delivering a high quality and responsive support and service, in line with the standards and expectations required throughout the College.
  3. Undertake a strong and supportive line management function including performance management, individual and team development in line with the College’s policies and procedures.
  4. Ensure College policies are developed, reviewed and implemented in-line with the legislative framework, AoC guidelines and educational standards (e.g., Ofsted).
  5. Ensure successful delivery of the College’s strategic objectives and improvement plan, through the development and delivery of a dynamic and responsive plan for areas of responsibility.
  6. Provide expert advice and strategic counsel to the executive team and corporation board on people issues to support the implementation of college strategy, best practice and the management of risk.
  7. Lead on the development and implementation of effective people strategies in line with college strategic plan including talent acquisition, learning and development, organisational development, employee engagement, pay and reward, talent management, wellbeing and human resource information systems.
  8. Lead and inspire the Human Resources Team to provide a transformational service to inspire continual improvement and steer the development of a college wide culture that emphasises quality, high expectation, continuous improvement and staff wellbeing.
  9. Embed a leadership culture based on responsibility and accountability where all colleagues play an active role
  10. in achieving the college’s objectives as well as their own.
  11. Work with senior colleagues to build a culture where people operate openly and transparently with resilience and face change and challenge positively.
  12. Provide inspirational leadership and management of designated reports.
  13. Be accountable for the performance of the Human Resources services function measuring that performance against appropriate key performance indicators.
  14. Organise the Human Resources function appropriately to provide effective and efficient human resources services covering the whole employee lifecycle, including:
      1. recruitment and selection, including onboarding;
      2. reward and recognition;
      3. performance management;
      4. training and development; and
      5. staff wellbeing.
  15. Ensure effective employee case management in relation to sickness, absence, disciplinary issues and performance management processes.
  16. Provide professional and confidential advice on employment legislation and policy.
  17. Lead on employee relations consulting and negotiating with trade unions through regular meetings.
  18. Lead on the development of a robust human resources information system ensuring accuracy and confidentiality of information. Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency.
  19. Lead on the development of human resources related policies, procedures and frameworks, ensuring that all current polices are compliant and up to date.
  20. Contribute to implementation and constant refinement of the communication and employee engagement strategy.
  21. Lead on the people aspects of all change projects.
  22. Provide coaching, support and training to leaders on Human Resources matters including the delivery of policy and people issues.
  23. Develop and manage an effective talent and succession planning approach to enable retention of talent and skills, including recruiting and developing College apprentices to progress to substantive roles across the College.

# Generic Duties and Responsibilities:

* 1. Promote a culture of innovation, excellence and equality.
  2. Reflect the vision, mission, aims and values of the College.
  3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
  4. Contribute to the development of and ensure compliance with College policies, procedures and agreements.
  5. Contribute to College strategic and operational management through participation in formal committees and meetings (including SLT), lead working parties and work closely with ELT on resolving College wide challenges.
  6. Contribute actively to the risk management.
  7. Promote and implement the College’s strategies on equality, diversity and safeguarding.
  8. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
  9. Be aware of and be responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
  10. Network across the UK to seek out outstanding and sector leading practice in both curriculum and functional

areas that will ensure the College is at the forefront of innovation and development.

* 1. Recognise, celebrate and share best practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
  2. Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
  3. Represent the College on School and/or Trust Governing Bodies.
  4. Carry out Duty Manager responsibilities on a rota as part of the duty team.
  5. Undertake such other duties as may reasonably be required commensurate with this grade at any College location.

*This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.*

**Executive Director**

**Organisational Development & Human Resources**

**Person Specification**

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| *\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation* | | **Assessment Method** | | | | | | | | | | | |
| Application Form | | \*Test | | Interview /Presentation | | Psychometric Testing | | Qualification Certificates | | References | |
| **Education and Qualifications** | | | | | | | | | | | | | |
| **Essential** | | | | | | | | | | | | | |
| * Degree and/or a comparable professional qualification | |  | |  | |  | |  | |  | |  | |
| * Evidence of continuing professional development and genuine interest in continuous learning | |  | |  | |  | |  | |  | |  | |
| * Valid full UK Driving Licence | |  | |  | |  | |  | |  | |  | |
| **Desirable** | | | | | | | | | | | | | |
| * Chartered Member MCIPD | |  | |  | |  | |  | |  | |  | |
| * Qualification in Organisational Development | |  | |  | |  | |  | |  | |  | |
| * Management qualification | |  | |  | |  | |  | |  | |  | |
| * Recognised Safeguarding training | |  | |  | |  | |  | |  | |  | |
| **Skills and Experience** | | | | | | | | | | | | | |
| **Essential** | | | | | | | | | | | | | |
| * Substantial experience of workforce development, including training, performance improvement and remuneration strategies to support organisational needs both now and in the future. | |  | |  | |  | |  | |  | |  | |
| * Significant experience of successfully leading and managing staff in a people operations   environment and through periods of change. | |  | |  | |  | |  | |  | |  | |
| * Able to constructively challenge and support leaders and experience of coaching and mentoring senior managers | |  | |  | |  | |  | |  | |  | |
| * Extensive experience of dealing effectively with employee relations | |  | |  | |  | |  | |  | |  | |
| * Substantial experience of leading, developing and contributing to strategic and operational plans | |  | |  | |  | |  | |  | |  | |
| * Clear understanding of how to improve quality of service and evidence of raising standards | |  | |  | |  | |  | |  | |  | |
| * Experience of implementing and monitoring a culture of continuous improvement including an   effective performance management process | |  | |  | |  | |  | |  | |  | |
| * An open leadership style that motivates and inspires others to achieve outstanding results | |  | |  | |  | |  | |  | |  | |
| * Experience of working within large complex organisation | |  | |  | |  | |  | |  | |  | |
| * Experience of maintaining excellent relationships with trade unions | |  | |  | |  | |  | |  | |  | |
| * Analytical skills with proven ability to use management information to identify issues and opportunities to drive performance. | |  | |  | |  | |  | |  | |  | |
| * Extensive knowledge of statutory requirements and legislation relating to employment law | |  | |  | |  | |  | |  | |  | |
| * Excellent problem-solving skills. Ability to problem solve both operational and strategic issues   through a pragmatic and commercially sound approach | |  | |  | |  | |  | |  | |  | |
| * Proven ability to influence a wide range of stakeholders and build and form good relationships with colleagues and other professionals. | |  | |  | |  | |  | |  | |  | |
| * A confident communicator with excellent verbal, written and presentation skills | |  | |  | |  | |  | |  | |  | |
| **Personal Attributes** | | | | | | | | | | | | | |
| **Essential** | | | | | | | | | | | | | |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally) and to translate ideas into actions | |  | |  | |  | |  | |  | |  | |
| * Proven and demonstrable experience of critical thinking and the ability to apply this to affect   change in a fast-paced environment | |  | |  | |  | |  | |  | |  | |
| * Emotional intelligence, self-awareness and confidence | |  | |  | |  | |  | |  | |  | |
| * Ability to prioritise and organise workloads, work flexibly to meet deadlines and respond to unplanned situations | |  | |  | |  | |  | |  | |  | |
| * Able to effectively plan to anticipate problems and plan for worst case scenario and identify and   mitigate risks | |  | |  | |  | |  | |  | |  | |
| * The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm | |  | |  | |  | |  | |  | |  | |
| * The confidence to challenge existing practices and to lead initiatives for new and efficient use of   resources | |  | |  | |  | |  | |  | |  | |
| * Able to appropriately challenge staff and hold difficult conversations | |  | |  | |  | |  | |  | |  | |
| * Accuracy and attention to detail | |  | |  | |  | |  | |  | |  | |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure | |  | |  | |  | |  | |  | |  | |
| * Flexible approach to working | |  | |  | |  | |  | |  | |  | |
| * Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the College community | |  | |  | |  | |  | |  | |  | |
| * Commitment to on-going professional development for self and others | |  | |  | |  | |  | |  | |  | |

Reviewed: December 2024