



**Job Title:** Assistant Director of HR (Strategy, Reward and Operations)  
**Grade:** 10  
**Salary:** £Competitive  
**Department:** Human Resources  
**Hours/Contract:** Full time, fixed term for two years  
**Job Family:** Management and Administration  
**Reference:** 11390

## Role Purpose

A key member of the HR Senior Leadership team, this role supports the HR Director in leading the HR Division including deputising for the HR Director as required.

Through strong and professional leadership supports the development and implementation of the University's People Strategy and its programme of work whilst understanding and leading the operational translation and implementation across the Division.

To be responsible for the delivery of a comprehensive and effective HR service that goes beyond best practice and aims to be sector leading in ensuring the highest quality of service delivery to key stakeholders.

Strategically lead the Business Support Team and Recruitment Services Team to deliver exemplary front-line services, operational plans to meet the University's strategic aims and ambitions, implementing initiatives and projects which deliver a culture of high performance, excellent employee engagement and a positive student experience.

## Resources Managed

Recruitment Services Manager and Recruitment Team

Business Support Manager and Business Support Team

HR Policy and Projects Manager





## Main Duties and Responsibilities

### STRATEGIC DELIVERY

- Responsible for developing and implementing the People Strategy to underpin the University's strategic themes and values, with specific responsibility for co-ordinating the development and delivery of the Annual People Strategy Plan with its associated KPIs.
- Develop strategies and support major programmes of work including the development and implementation of transformational change programmes across the University, ensuring legislation, HR Policies and good practice compliance.
- HR lead for the delivery of the University's Digital Strategy
- To be the subject matter expert for areas within the remit of the post, keeping abreast of best practice and developments in employment legislation, codes of practice ensuring HR policies reflect these and share knowledge and expertise with colleagues.
- Network with fellow professionals in the wider community to promote the University and its' work.
- Lead strategic projects and task and finish groups assigned to you by the HR Director to make strategic improvements and ensure we are at the forefront of innovation and excellence.

### INTERNAL ENGAGEMENT AND DELIVERY

- Deputise for the Director of Human Resources both internally and externally as appropriate and cover the other Senior Leadership team members during periods of absence.
- Oversee the development and delivery of the Division's Planning Process and Risks.
- Accountable for the KPI's and leading Staff Reward & Recognition and Recruitment & Retention initiatives in reviewing and gathering feedback on how we can continuously improve our Staff Reward and Recognition offering to staff.
- Develop proactive business support systems and processes to meet the needs of the University.
- HR Lead for overseeing the cyclical Staff Reward schemes to include, Academic Promotion process, Staff Pay Committee, Senior Staff Pay Committee and the Citizen Recognition Scheme.
- Manage the devolved Staff Reward and Recognition budgets and accurate forecasting for year-end processes.
- Play a leading role in managing effective relationships with recognised trade unions to ensure a positive industrial relations landscape which will enable the institution to manage complex and contentious matters.
- To develop new approaches and solutions to issues, policies, and processes to support Strategy delivery.
- Provide high level advice to senior colleagues including Executive Board members and manage the interrelationships with other teams across the University.
- Define HR processes and operational policy, making clear who is responsible for each step, liaising with relevant stakeholders to obtain feedback, and adopting appropriate methodologies. Where practicable to look for early opportunities to improve service delivery in order to foster user led services.





- Application of broad knowledge and expertise of Human Resources management to provide support, advice and guidance to senior officers of the University in the management of complex casework, including the interpretation and application of the statutory ) and regulatory framework within which the University operates.
- Work with the Director of HR to provide expertise, support and technical guidance to University Committees.
- Work with the Assistant HR Director to ensure resources are directed to deliver the key projects and work programmes.

**TEAM LEADERSHIP**

- Provide strong leadership and strategic direction for the HR Business Support, HR Policy and Projects role and the Recruitment Teams ensuring an efficient and high-quality service to all stakeholders.
- Lead senior recruitment and matters pertaining to compliance with UKVI Legislation.
- To maintain a continuous review of service quality, using internal data and external benchmarks to shape and evaluate provision to ensure the delivery of a high quality service.

**Internal and External Relationships**

- Members of the University Senior Leadership Team, University Executive Board and other Senior Officers of the University
- HR Senior Leadership team members
- Members of NHS Partner Organisations
- Local and Regional Unions representatives
- Equivalent officers in other universities, nationally
- External agencies and bodies as relevant to the role
- Legal specialists in relation to complex case management
- UHR network
- UCEA
- CIPD national network

**Planning and Organising**

Critical success factors in the role:

- To manage, lead, motivate and develop all staff within the service areas to achieve agreed outcomes.
- Successful delivery of the objectives assigned from HR Strategic plans.
- Alignment of the People Strategy within the University/ Colleges' strategic aims and financial plans
- To provide effective leadership and management to meet service outcomes, achieve value for money, continuous improvement, meet service user expectations and the appropriate management of risk and other external factors.
- Maintain good employee relations in times of significant change





- Support the success of the University Strategy by embedding cultural change initiatives across the Colleges
- Meet targets agreed for key HR project delivery
- Development of key relationships across the university
- Assure quality of service provision through benchmarking, keeping up to date with best practice, employment law, and a collaborative approach to driving the change agenda.

**Qualifications, Knowledge and Experience**

**Essential**

- CIPD Chartered Member (Level 7)\*
- Experience of managing resources, both people and financial \*
- HE experience in a HR leadership role\*
- Demonstrable experience of managing reward/recruitment processes, projects and delivering successful outcomes\*
- Demonstrable success of building good relationships and partnerships with key influencers across a complex organisation\*
- Experience of partnership working with local and regional Trade Union representatives on a wide range of challenging and contentious matters\*
- Management and leadership of multi-disciplinary teams \*
- Track record of drafting and presenting reports to the Executive Board or equivalent on complex matters \*
- Experience of leading Working Groups/meetings and presenting to large audiences.
- Good knowledge of developments in the Higher Education arena, that will influence the people agenda
- Very significant experience in a senior generalist role, operating with a high degree of autonomy within a regulated procedural context
- Detailed knowledge of employment legislation and ability to apply this to the most complex of situations
- Experience of informal and/or formal consultation/negotiation.

**Desirable**

- A Fellow Member of the CIPD\*

**Skills, Abilities and Competencies**

**Strategic Approach**

- Strategic comprehension – ability to understand the strategic implications of decisions across the University and sector.
- Strategic thinking – capable of developing strategies for the University and converting them into a set of clearly defined plans and objectives to successfully deliver the strategy.





## Management and Leadership

- **Effective Leadership:** Capable of leading and developing services to ensure maximum customer satisfaction, efficiency and effectiveness. Sets clear goals and manages individuals to achieve success.
- **Project Planning:** Capable of creating and managing well defined project plans which ensures that objectives, initiatives and activities are managed to achieve the outcome for the project.

## Personal

- **Organisation,** takes a planned and structured approach to own work and that of the team. Consistently delivers on commitments made to stakeholders and colleagues.
- **Excellent negotiating and influencing skills,** has the professional and personal gravitas to influence senior managers, individuals and small groups to adopt an effective course of action, even against resistance. Ensures that the recommendation for a specific course of action are represented through the presentation of accurate and well-structured data and rationale.
- **Ability to lead continuous organisational change and development\***
- **Effective Communicator –** Excellent written\*skills with the ability to present clear, well-structured reports and briefs. An effective listener who empathises with others and manages personal relationships with colleagues.
- **Data Orientated:** Capable of taking large quantities of data or information and distilling them to provide a clear picture of the appropriate action to be taken. Comfortable with managing and using numerical data and data to inform decision making and recommendations.
- **The ability to make logical, well –balanced and reasoned decisions**
- **A commitment to EDI, people development and the organisational values and behaviours that underpins the culture and value of the University**
- **Emotional resilience**
- **Excellent problem solving skills**
- **Advanced coaching and development skills**
- **Energy, commitment, enthusiasm and confidence**
- **A willingness to work flexibly as and when required**

***\*Criteria to be used in shortlisting candidates for interview***

## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.





### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

