

# Head of HR

## Job Description

### POSITION OVERVIEW

<b>Department</b>	Human Resources
<b>Location</b>	Hybrid-role. Three days in London, with the option for two days remote.
<b>Term</b>	Full-time; Permanent
<b>Salary</b>	Up to £70,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	January/February 2023

Reporting into the Director for Resourcing and Operations, you will lead on the overall HR function at Northeastern University London and its strategic direction to meet the needs of the University, including meeting the needs for staff growth and retention, and delivery of the HR strategy.

This role has a key focus on strategic HR, with an operational element on complex employee relations and providing strong leadership to the HR Manager as needed. The role heads an HR team that includes an HR Manager, HR Officer and HR Administrators. The HR department supports a growing staff body (currently ~270 employees) in a fast-paced and dynamic environment. This role would suit a strong senior HR person who is looking to bring their experience and expertise to the role and to successfully deliver the human resource function at the University. This role would suit an individual who is ambitious, resilient and comfortable in a changing environment, with plenty of opportunities to work closely with various levels of management, including University leadership, and the delivery of new initiatives, including the opportunity to shape the HR function at the University.

## **Duties and Responsibilities**

- Lead on the delivery of the Human Resource Operations and Strategy for the London campus, working closely with academic and professional management.
- Provide strong leadership to the HR Manager in the successful delivery of their role, and to ensure a department that provides a high quality and people-focused service to its management, staff and potential candidates.
- Lead on complex employee relations matters, as well as providing supervision to the HR Manager.
- Responsibility for the HR budget, including Staff Welfare, and Training and Development.
- Provide reports on all areas of HR, Payroll and Learning and Development, including the application of Employment Law, HR policy, best practice and staff development.
- Advise and strategise on the development of effective employment policies across the University, with the support of the HR Manager.
- Lead on the design of the staff training and development initiatives for the London campus.
- Ensure the HR department complies with UK employment legislation, UKVI regulations, and Statutory and Regulatory reporting.
- Lead on the HR commitment to the implementation of the University's Equality and Diversity Policy, and Safeguarding Policy, and to the maintenance of a culture of continuous quality improvement and innovation.
- Develop strong relations (and develop protocols) with Boston HR colleagues on matters such as employee mobility, legal compliance, dual appointments, joint opportunities for training and development, and integration of HR systems.
- Contribute to fostering a positive working environment, including work with staff, managers, trade union representatives, senior management and leadership.

### **Person Specification Criteria (Essential / Desirable)**

- CIPD level 7 qualification [E]
- Strong experience in an HR leadership role within the UK Higher Education Sector [E]
- Experience of working with trade unions [E]
- Sound knowledge of immigration legislation [E]
- Strong experience in the remit of complex employee relation matters [E]
- Strong communication, interpersonal and influencing skills [E]
- High degree of professionalism and personal integrity; ability to exercise complete discretion [E]
- Collaborative, flexible and adaptable, with willingness to proactively embrace change [E]
- Comfortable in exercising a high degree of initiative, self-motivation and organisation [E]
- Experience of working in a dynamic, agile, and fast paced environment [E]
- Strong leadership skills, including resilient, with ability to remain calm and measured under pressure [E]
- Excellent organisation and time management skills, demonstrating an ability to work flexibly and to deadlines while maintaining a high level of accuracy and exceptional attention to detail [E]
- High level of competency in the use of IT, especially MS Office [E]

### **Application process**

Applications should be made via [this link](#) by 20:00 on **6<sup>th</sup> December 2022**. Please reference your application “**HEF1122**”. Participation in the equal opportunities section is encouraged, but voluntary. Applications must include a covering letter of no more than one page and a full curriculum vitae. Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.