Director of Human Resources
The University of Warwick
CLOSING DATE: 31 JANUARY 2020
“By 2030 we will be one of the world’s exceptional universities, helping to transform our region, country and world for the collective good.

We know we can only achieve this with brilliant people, individuals who are empowered and motivated to be the best they can be.

Our new Director of Human Resources will develop and implement our HR strategy and support the development of a wider People Strategy, encompassing our entire community. The successful applicant will drive best practice to ensure that we have a thriving, inclusive culture for all.

We’re looking for someone who is ready to make a truly impactful contribution and who will play a significant role during a transformational time at Warwick.”

Rachel Sandby-Thomas
Registrar
Your opportunity to significantly influence the University of Warwick’s success story, with responsibility for staff across academia, professional services and our commercial group.

We’re looking for a passionate and pioneering leader to develop and implement our Human Resources Strategy and support the development of our wider People Strategy.

Highly motivated and with an innovative approach, you’ll inspire real momentum and provide strong direction to a large team of engaged professionals.

Your strategy will influence how people behave, engage with and value others in our community. Your remit will include reward, benefits, organisational development, business partnering, shared services, academic processes and employer ethos.

With approximately 120 staff under your leadership, you’ll find no two days the same as you drive change across our community, and support a diverse range of colleagues by delivering a customer-focused HR function.

If you’re excited to take on the huge variety of people projects that a complex and diverse institution like Warwick has to offer, you’ll find endless opportunity to thrive here.

Your wealth of experience will enable you to provide senior support, advice and guidance when it comes to people challenges. This means you’ll play a key part in empowering Warwick’s strategy, culture and organisational development.
WHY WARWICK?

Our work stretches far beyond the teaching and research excellence for which we’re renowned. It also covers Professional Services, Finance, Estates and Commercial and so much more.

As one of the largest employers in the region, we’re based on a beautiful campus between Coventry and Warwickshire. Our campus features lakeside walks, Warwick Arts Centre - one of the largest multi-art form venues in the UK in which we’re investing significantly right now, an amazing new £42m Sports and Wellness Hub and many other great facilities.

It’s an exciting time to be in the region, as huge investment is being made here. We are part of the Midlands Engine, a coalition including businesses, universities and other important bodies, working with the Government to demonstrate the region’s competitive and compelling offer.

The city of Coventry has an exciting range of programmes and events as we get ready to welcome people all over the city and from the nearby region and across the country for the City of Culture in 2021. As Principal Partner, we’re proud to play our part in City of Culture 2021.

warwick.ac.uk
THE ROLE

Director of HR
Responsible to the Registrar

This is a pivotal role within the University required to lead the development and implementation of the Human Resources strategy and support the development of a wider People Strategy that underpins the University 2030 vision and the approach to the University community.

Duties and responsibilities

Strategy

Development, leadership and delivery of the University’s HR strategy and wider people agenda, underpinning the vision of the University Strategy and the achievement of its goals. This People Strategy serves as a reference for how individuals behave, engage with and value others in our community and the sort of environment we want to create for all. Overall accountability for the evaluation of the impact of the HR strategy and interventions to inform future strategic requirements and goals and provision of services. This will include the assessment of HR KPI’s to determine measures of success and areas of strength or focus.

Driving an HR Transformation Programme to empower the team to fully exploit digital HR, develop existing practices to ensure a contemporary and progressive HR function that establishes itself as a centre of customer excellence and sector lead.

Strategic horizon scanning required to ensure the University’s strategic people priorities and policies are informed by best practice, are relevant and competitive both within and outside of the sector and enable talent to thrive and achieve at Warwick.

Implementation and operation of a Reward Strategy that delivers a flexible and relevant benefits package to support recruitment, motivation and retention of high performing individuals. This will work in tandem with the Succession Planning framework to maximise performance, identify talent and potential whilst providing appropriate recognition. Working collaboratively across HR Strategy and Organisation Development to determine the outcomes and implement a development programme that facilitates and supports individuals to fulfil opportunities.

Overall accountability for the University’s pension strategy and services, liaising on strategic matters with external bodies such as the pension Trustee.
body whilst ensuring a customer focused approach which is compliant, affordable and creative alongside meeting external requirements.

Anticipate, identify and deliver the HR solutions that will be required to support future University strategic aspirations. Leading the development of solutions as required and/or contributing to initiatives led by senior colleagues.

**Leadership**

Active member of the Directors’ Group for Professional Services, taking a holistic cross functional view of University imperatives and contributing to strategy formulation as part of that team.

Establish, embed and promote a behavioural framework that encapsulates inclusive and value led behaviours to provide defined standards and overarching cultural expectations. Successful delivery includes working cross functionally with Social Inclusion, Wellbeing and departments to embed values.

Overall accountability for the management of HR resources (circa 120 staff) and the HR budget.

**Organisation Development**

Leadership and overall accountability for the professional development of individuals (including the HR team) to enable the delivery of the University’s strategic HR and business objectives through improved service models.

The development, delivery and integration of the University’s Leadership, Learning and Development and Organisational Development strategy to support institutional priorities.

Assessment of staff engagement to understand the perception of Warwick as an employer and take action to ensure staff are engaged and aligned with University values. This is predominantly done via the bi-annual staff survey and associated initiatives, and works in conjunction with people planning across departments and evaluation of key metrics.

**Engagement (Business Partnering)**

Lead a team of HR professionals to deliver excellent HR advice and support to all areas of the University. Ability to assess risk whilst ensuring compliance and fit with institutional and external context.

Development and delivery of clear, legally compliant and institutionally appropriate HR policies, ensuring relevant consultation and governance.

The maintenance and development of positive and appropriate employee relations frameworks and relationships with recognised Trades Unions.

**Shared Services**

Overall leadership and accountability of the provision of the HR Shared Service (as defined above) to the University, ensuring a customer focused, flexible, innovative and compliant service as appropriate, balancing competing priorities as necessary against appropriate benchmarks.

Embedding and advancing a recently implemented HR system (Success Factors) to ensure maximum utilisation of the new system, promoting greater use of management information to inform people priorities, people decisions, encourage individual self-service and alignment with financial reporting.

Drive processes and reduce admin burden by ensuring the redevelopment, continuous improvement and streamlining of services to simplify, maximise technology and ensure a positive customer experience.

Overall accountability for the University’s HR and Payroll system ensuring the provision of appropriate and relevant management information and delivery of the University operated pension schemes. Ensuring individuals are clear of their pension obligations and options are appropriately consulted on reforms to the schemes.

**Employer Ethos**

Responsible for establishing the University as an outstanding employer, expanding its role in the region, a leader in the sector for employment practices, contributing to the University’s ability to maximise its position against appropriate external metrics, maximise its talent, achieve in league tables and benchmarks working in conjunction with other senior colleagues across the institution as required.

**Stakeholder**

Advise key stakeholders on the HR implications of risk, costs and implications of decisions.

Personal HR support to the University Executive Board and governing bodies.

Engagement across the sector regionally and nationally to establish key networks with other HR professionals and to work with, and to influence, bodies such as UCEA in the delivery of joint negotiations.

Any other duties and responsibilities appropriate and commensurate with the level of responsibility as determined by the Registrar.
Knowledge, Skills and Experience

Qualifications
- Degree or significant equivalent experience in HR.

Professional Qualifications
- A postgraduate qualification in HR or management-related field or equivalent experience.
- FCIPD or equivalent HR Experience.

Previous experience
- Significant and broad experience of leading and managing a large professional HR team covering the full breadth of HR Services within a complex and unionised operating environment.
- Experience of a lead HR role in a medium sized unionised organisation with a diverse customer base and a headcount of circa 7,500.

Knowledge and skills
- Proven ability to operate at a strategic level, engage senior stakeholders, create and determine institutional HR strategy and lead teams through to effective delivery utilising change management methodologies.
- A strong strategic focus complemented by sound technical and professional HR skills and knowledge.
- High levels of business and sector awareness with empathy for Higher Education and the context within which it operates.
- Experience of HR leadership and delivery outside of the sector is desirable.

- Strong leadership skills with an effective influencing style, excellent interpersonal skills and the ability to communicate effectively at every level within the institution.
- A customer focused approach to HR strategy and service delivery with the ability to engage with and influence business strategy; anticipating and determining HR direction and priorities in a complex environment with competing demands.
- Proven ability to think critically, analyse problems and arrive at solutions.
- Excellent change management skills demonstrated through the implementation of high profile institutional projects.
- High standards of personal and professional integrity.
We’re a world-leading university with the highest academic and research standards. Warwick is a place of possibility. We’re always looking for new ways to make things happen.

Warwick provides a tireless yet supportive environment in which you can make an impact. And our students, alumni and staff are consistently making an impact - the kind that changes lives, whether close to home or on a global scale.

With nearly 7,000 staff and over 27,000 students, our student numbers have grown by more than 8,000 in the last ten years.

Our research income in 2017/18 was £162.8m and our capital spend reached £142.8m.

We aim to be even more successful in 2030 than we are today, as one of the world’s exceptional universities. We’ll focus on and support our talented staff and students, giving them the freedom and environment in which to flourish.

Our core aspirations are in research and education, underpinned by four strategic priorities: innovation, inclusion, regionalisation and internationalisation.

Find out more about us at www.warwick.ac.uk
BENEFITS OF WORKING FOR WARWICK

Warwick is a fantastic place to work, a place where you should expect the unexpected. No two days are the same, and plenty of perks come with the role.

**Core benefits:**
- Competitive salary
- Attractive pension scheme with substantial employer contributions
- Generous annual leave to keep you energised
- Relocation support (if applicable)

**Recognition:**
- Senior performance and remuneration review
- Recognition Scheme to celebrate the excellence and contribution of staff
- Staff awards to recognise peers and colleagues and their great work

**Health and wellbeing:**
- Employee Assistant Programme including counselling for your peace of mind
- Discounted private healthcare and cash plans to keep you and your family happy and healthy

**Learning and development:**
- Learning and development centre that offers workshops, coaching and more
- Warwick Learning Account that gives you vouchers towards degrees, masterclasses and short courses

**Fitness and lifestyle:**
- Warwick Sport offers discounted gym membership in incredible facilities
- Flexible working to help your work/life balance

**Family:**
- Maternity, paternity and adoption leave for that vital family time
- The University Nursery and Children’s Services in a convenient on-campus location offering nursery facilities and holiday schemes

As well as those listed above, there’s many more benefits of working at Warwick which you can find out more about online: warwick.ac.uk/benefits
HOW TO APPLY

We’re being supported by executive search agency Mallory Partners.

Applications should include a full CV and covering letter.

We’re proud of our diverse community and are committed to ensuring equality of opportunity for all, fostered in an environment of mutual respect and dignity. We strongly encourage individuals from all backgrounds to apply for this role.

For further particulars and to apply, please email warwickhr@mallorypartners.com with your CV and covering letter. Alternatively, give Martin Luise a call on 0121 781 7369.

The closing date for applications is 31 January 2020.

We know that attracting the highest quality staff is fundamental to achieving our aims. We’re committed to ensuring that recruitment and selection practice is professional, fair and effective.

Find out more at www.warwick.ac.uk/services/equalops