**People Team**

**Job Description & Person Specification**

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| **Post Title:** | Head of People Services | **Department:** | People and Student Experience |
| **Hours per week:** | 37 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | Assistant Principal People and Student Experience |
| **Scale & Spine Points:** | £51,922 | **Location:** | All campuses |

**Job Description**

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| **College and Department Overview** |
| At Bournemouth & Poole College, we are committed to providing an amazing, holistic student experience through the delivery of consistently excellent education and training.  Our aim is for everyone in our college community to have the very best employee experience possible by building an excellent and caring culture that enables everyone to develop and grow their skills and abilities.  Our Head of People Services will ensure that the employee experience is consistent with our core values and objectives and will manage all employee relations matters ensuring that our related policies are current, relevant and adhered to consistently, fairly and with due regard to legal requirements. |
| **Department Overview** |
| This is a cross college role, working with leaders and colleagues from all specialisms.  As a member of the SLT you will be a credible role model and visible advocate for excellence in leadership, personal development and positive employee relations. |
| **Purpose of the Role** |
| You will play a key role in driving, implementing and facilitating our employee relations strategy and will promote a culture of continuous improvement in a way that always resonates with our values, strategic direction and leadership charter.  Working in partnership with leaders, teams and individuals you will lead the provision of a proactive and customer focused ER/People Service managing employee recruitment, casework, union liaison, and ensure a consistently excellent manager and employee relations experience. |
| **Key Accountabilities & Duties** |
| 1. Ensure that treatment of employees is consistent with employment law, our leadership charter, and college values and objectives 2. Oversee the investigation and successful resolution of all employee relations cases including grievance, disciplinary, absence management and organisational change processes in an accurate and timely way, meeting key performance indicators and at all times meeting legal and insurance requirements. 3. Manage own complex ER caseload, providing high quality consistent advice. 4. Devise engaging internal communication channels that promote best employee relations practice and reflect current and emerging legal requirements 5. Use the voices of our colleagues to continually improve their experience ensuring that we gather and act on employee relations insights at the moments that matter the most. 6. Lead staff recruitment activities and initiatives, anticipating current and future staffing requirements, and pro-actively addressing skills gaps and recruitment challenges. 7. Analyse employee recruitment and employee relations data to identify trends and opportunities to improve the employee experience, performance and culture, working with Executive team, the Head of Organisational Development and other Senior Leadership colleagues to systematically build our employee relations practice to further improve employee satisfaction. 8. Lead projects and management training that delivers consistent employee relations practice in all areas. 9. Commission and evaluate agreed employee relations initiatives securing best use of our staff development and engagement budgets to deliver maximum impact on the skills and aptitudes of college leaders in all employee relations matters 10. Support the Head of Organisational Development in staff development activities, conferences and training. 11. Line manage the People Services Team, fostering a high performing approach with integrity and professionalism at its core, as well as ensuring that the purpose and benefits of each team role is fully realised with consistent practice and approach evident from all team members. 12. To provide support to the College’s reward and recognition processes and conduct job evaluations and benchmarking exercises to ensure compensation and benefits packages remain competitive.   **\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.** |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at April 2024**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | * Degree level qualification in Human Resources or related topic * Level 2 (or equivalent) English and mathematics |  |
| **Post Specific Qualifications** | * Level 5 or above HR qualification appropriate to the role | * Extended training in Employee Relations and Employment law * Level 5 coaching and mentoring * Level 5 or above Leadership and Management |
| **Work Experience** | * Background in Employee Relations/HR business partner at a sufficiently senior level to afford credibility * Leading whole organisation employee relations practice and initiatives * Leading high performing, proactive and customer focused People Services Team | Experience of employee relations within an Education setting |
| **Knowledge** | * Current knowledge of current HR legislation * Strong knowledge of HR policies, procedures and practice * How to develop optimum leadership skills and support excellent leadership performance * Effective communication strategies and tools * Motivations and drivers for people engagement * Barriers to employee engagement and how to overcome these | Understanding of Keeping Children Safe in Education and safer recruitment |
| **Skills** | * Proven ability to successfully communicate and interpret complex messages * Approachable and caring with ability to see the extended picture * Collaborative partner * Confident and visible leader * Curious practitioner able to identify and maximise organisational learning opportunities from employee relations cases * Pro-active identification and implementation of innovative and engaging employee relations solutions * Ability to honestly assess and constructively challenge and support performance improvement, utilising coaching, mentoring, negotiation and performance management skills |  |
| **Other Requirements** | * Member of CIPD * Attendance at college events i.e. open events including small number of evenings and weekends * Ability to be able to travel between sites |  |