



**Hopwood Hall College
& University Centre**

Candidate Information Pack

October 2024

www.fea.co.uk/hopwood-edp/

Executive Director - People, Culture and Wellbeing



Welcome

Dear Colleague

Executive Director - People, Culture and Wellbeing

Many thanks for considering an application for the post of Executive Director for People, Culture and Wellbeing at Hopwood Hall College & University Centre.

Due to the recent promotion of our current postholder we are now looking to recruit a high-performing Human Resource specialist to join our Senior Leadership Team to help lead our College into its next phase. The successful candidate will be someone with the drive, experience and ambition to continue to help grow and improve our College from the strong position that has been created and maintained over a number of years.

Our College is a vibrant community providing a wide range of high-quality education and training to learners in the Borough of Rochdale and beyond. We continually strive to ensure that all learners achieve their individual, educational and employment goals, whilst meeting the skills needs of the region.

Over a sustained period of time we have maintained high standards whilst continuing to achieve a financial health rating of outstanding. Our Ofsted inspection of April 2023 confirmed our self-assessment rating of 'Good' and strong in skills.



We are an award-winning College, most recently a Queens Anniversary Prize for widening participation and we have huge ambitions to continue to provide amazing opportunities for our students and our community. We live and breathe our vision and values and are well on the way in delivering our strategic intentions.

The role of Executive Director for People, Culture and Wellbeing

Our new Executive Director will provide inspirational leadership, development and direction across the College. The postholder's specific focus will be on our people, both being the senior HR lead for our employees and the safeguarding lead for our students. The Executive Director will also be leading the strategy for Equality, Diversity and Inclusion and Health and Wellbeing across our College community. We are looking for a collaborative individual who will work with leaders, staff, students and stakeholders across the organisation ensuring our culture is aligned to our vision and values, delivers our strategic intentions and our College is an amazing place to learn and work.



In order to succeed in this role our new Executive Director will have the breadth and depth of senior experience in the people profession to make a significant contribution to our organisation. You will have a clear sense of safeguarding and lead on EDI. Given the focus of our values on students, staff and the community, you will be a visible and outwardly focused leader who enjoys building positive relationships with a range of stakeholders.

Yours sincerely

Julia Heap
Principal & Chief Executive



Job Description

- Job title:** Executive Director - People, Culture and Wellbeing
- Accountable to:** Principal & Chief Executive
- Location:** Hopwood Hall College
- Special working conditions:** The postholder may be required to work at any location of the College now or in the future in the evening and at weekends.

Role Purpose

As a member of the Senior Leadership Team:

- This is an inspirational role to drive the people experience agenda across the College, demonstrating the attributes and behaviours of the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership along with the College's vision and values.
- To contribute to the development and implementation of strategies, plans and organisational climate, that will enable Hopwood Hall College to be an outstanding College and exceed the expectations of its staff, learners and employers.
- To ensure the College is agile to anticipate and respond to the educational landscape within the changing economic climate and to national, regional and local priorities. Ensuring the College is seen as an effective and responsive contributor to the communities it serves.
- To be an active and effective member of the College's Senior Leadership Team and to make a decisive contribution to the corporate development of the College.
- To attend Corporation meetings, sub-committee meetings and Governor training sessions as appropriate and lead on relevant working groups and committees as required.
- To act as a chair for student positive behaviour meetings and student appeals.
- To build, develop and effectively manage the teams within the remit of the role using the College's performance management system to ensure high performance and business efficiency.

Role Purpose cont'd

As the Executive Director for People, Culture and Wellbeing

- To lead a multi-functional team across;
 - Human Resources
 - Safeguarding and Wellbeing
 - Equality, Diversity and Inclusion
- Lead the development and implementation of strategies, policies, practices and services in People, Culture and Wellbeing.
- Lead the College's operational planning for Human Resourcing in order to ensure the effective running of the College's business affairs and the achievement of the Strategic Intentions.
- To be the Senior Leadership Team Lead for Safeguarding (Designated Safeguarding Officer).



Duties

College Strategic Intentions

- Contribute to the development of a viable long-term strategy and shorter term operational plans, that will enable the College to attract, retain and deploy the people resources necessary for it to achieve its goals.
- Monitor the implementation and delivery of the strategy and ensure the plans are successfully implemented or amended in the context of the changing landscape of further education.

Key Accountabilities

- To build, develop and effectively manage teams within the remit of the role using the College's performance management system to ensure high performance and business efficiency.
- Collaborate with colleagues, communities, employers and agencies to ensure that relevant strategies, plans and actions are coordinated and the image of the organisation is promoted to support its overall growth and success.

Human Resources

- To be accountable for the development and implementation of the College's People Strategy aligned to the College's Strategic Intentions, and manage the strategy and processes relating to building and optimising people centred activities, and creating an environment where people thrive and ensuring the College's internal and external "inclusive employer of choice" brand is enhanced.



Human Resources cont'd

- Ensure best practice in the HR and OD function through horizon scanning and external networking.
- To ensure that the College's people management is compliant with all related legislation and regulations.
- Contribute to the development of the people management skills, competence and confidence of all line leaders through coaching, training and advisory support. This will include the coaching of all College leaders in managing organisational change and dealing effectively with associated employee relations matters.
- Ensure our leaders are equipped to deliver change programmes and that the benefits are realised. Support the College transformation programmes as a specialist and reinforcing the leaders' role as custodians of our culture.
- With the Principal's support, ensuring that Senior Leadership Team are coached and challenged to hold people accountable for delivery of collective and individual objectives.
- Resource Planning and People Development - define plans to build capability amongst the leadership and staff groups across the College.
- Define and ensure the policies and practices to manage the performance improvement of individuals and teams within the College.
- Lead on the delivery and outcomes of employee engagement activity through which colleague voice is heard, captured and responded to.
- Ensuring that organisation work climate and staff attitudes are regularly assessed across the College, and that arising priorities are actioned by leading on developing colleague wellbeing initiatives to support and enhance colleague experience.



Human Resources cont'd

- Ensure the development and effective application of employee communication policies and practices across the College in order to promote a culture of mutual support, co-operation and shared purpose across the organisation.
- Lead on developing innovative workforce wellbeing initiatives to support and enhance our employees' experience.
- Define recruitment, selection and appointment policies and practices for the College, and ensure their effective and consistent application so that people with the right skills are recruited and inducted into the organisation.
- Contribute to the preparation and monitoring of the College staffing budget to enable the senior team to maintain an accurate staffing establishment and meet the targets of the annual College financial budget.
- Define and ensure the effective application of remuneration policies and practices across the College to attract, retain, motivate and develop its people.
- Positively leading our partnership with recognised Trade Unions including chairing JNC and local pay negotiation meetings.
- Oversee the effective provision of the outsourced Payroll and Pensions service.



Safeguarding

- To act as the Senior Leadership Team Safeguarding Lead on all aspects of safeguarding, Prevent and student support/wellbeing services, and be accountable for ensuring the safeguarding and welfare of children, young people and vulnerable adults who are students of the College, in accordance with statutory guidance.
- Ensure that safeguarding support is planned, delivered and monitored to best meet the needs of individual learners. This will include the provision of dedicated specialist support for all students.
- Lead on developing innovative student wellbeing initiatives to support and enhance our students' experience.

Equality, Diversity and Inclusion

- Lead on the College's equality and diversity agenda for enhancing colleague and student experience, and the delivery of the Strategic Intention - Champions of Inclusivity .
- Oversee the effective delivery of the College's EDI Strategy.



All staff are responsible for:

- Children and Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults.
- Equipment and Materials: the furniture, equipment and consumable goods used in relation to their work.
- Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College's safety policy statements.
- Equal Opportunities: performing their duties in accordance with Hopwood Hall College's EDI Policy.

Revisions and Updates

This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependent on the needs of the service.



Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

The following are considered essential for the role:

Experience

- Degree plus CIPD or equivalent qualification and at least 5 year’s experience of leading a Human Resources function at mid/senior level.
- Breadth of experience in and responsibility for different sub-functions.
- Experience of operating with governance boards and executives.
- Experience of applying a range of HR processes and techniques, that enable the building of organisational capability and the creation of a high-performance culture.
- Experience of driving organisational change and shifting culture.
- Excellent skills in communications, listening to and influencing people – especially senior managers.

Specialist Knowledge

- Good understanding of organisation and business principles and practices, to enable the postholder to make a full contribution as a member of the Senior Leadership Team.
- Demonstrable training in and knowledge of employment law issues, reward, organisational planning, organisation development, employee relations and learning and development.
- Understanding of the Further Education sector.
- Demonstration of behaviour in line with the College values.

IT Skills

- Intermediate knowledge of Microsoft applications and willing to undertake training appropriate to role.

Qualifications

Essential

- Membership of CIPD to at least Chartered Membership level.

Desirable

- Degree in a relevant subject.
- Safeguarding qualification/training.



Values

Integrity	We do the right thing, our learners and our community are at the heart of all we set out to achieve. Our learner-centred approach underpins everything we accomplish.
Nurturing	We empower staff and learners to build autonomy and be the drivers of their own destinies, developing resilience, pride and confidence in life, learning and work.
Enjoyment	Success and achievements are encouraged, recognised and celebrated in our thriving College community.
Ambition	We encourage learners and staff to have the courage to aim high, push their boundaries and achieve higher aspirations.
Sustainability	We are continually working to create a sustainable College that demonstrates an agile curriculum, healthy finances and a positive impact on the environment and economy.

Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.

Key Dates and the Recruitment Process

Closing date: **9am on Tuesday 3 December 2024**

Interviews to be held: **Wednesday 11 December 2024**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.



Initial Discussion and Recorded First-stage Teams Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date. Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page of this pack for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the College for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the College.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, Colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



Submitting your Application

Having obtained the full information from <https://www.fea.co.uk/hopwood-edp/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the Candidate Information Pack on the FEA website jobs page for this role):

- 1. An Application Form with all sections completed** including:
 - An explanation of any gaps in your employment in **section 6**.
 - A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
 - Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the College will not contact referees without your prior approval.
 - Ensure you enter your name/e-signature and date in **section 11**.
 - Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name - hopwood-edp - Application.
- 2. The Equality and Diversity Monitoring Form**
 - This is a Word format document. Please click **inside** each check box that applies to you.
 - Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name - hopwood-edp - ED.