



**University
of Suffolk**



**Director of People
and Organisational
Development**



Starfish

Introduction from the Vice-Chancellor

The University of Suffolk is strongly embedded in our local region, and our unique and integrated partnership with our regional stakeholders is central to our identity. Our plans to deliver national and international impact through teaching, research and innovation will bring increased recognition, wealth and opportunity to the region.

The student experience is at the heart of what we do, and the partnership between students and staff is one of the University's key strengths. We offer our students a transformational experience, facilitated by the highest quality learning and teaching.

The central purpose of our People Strategy will be to proactively develop a university that derives value by investing in its people, supporting their development and ensuring that every member of staff has access to the resources to help them develop and succeed.

We are looking for a Director of People which will work with the Senior Leadership Team to embed workforce planning within our strategic and operational planning processes and to firmly establish an employment offer which delivers high-quality support for our staff.

The University takes pride in its strong values-led sense of community, embracing its diverse nature and supporting the physical and emotional well-being of staff and students.

We look forward to working with a Director of People who will share our ambition for growth and expansion, but who will also understand the importance of developing and supporting our workforce who play such a crucial part in the experience of our students.



Professor Helen Langton
Vice-Chancellor, University of Suffolk

About Us

The University of Suffolk was founded on a bold vision for change. Unencumbered by tradition, we created a new kind of university, custom built for the modern world. One that is proud to be different and to challenge the status quo. While others stand still, we embrace change. By embracing the new and the next, we prepare our students for whatever the future may bring, giving them the help and support to succeed in a world where the only constant is change.

The University of Suffolk is a cohesive, self-critical, and student-centred academic community. We are nearing the end of a 5-year strategy which was based around developing a broader base, increasing our academic standing, and increasing our student population drawing from the region, nationally and internationally. The University is underpinned by an embedded scholarly base, with nationally and internationally recognised research in targeted areas. Our role as a community impact university is having a clear, measurable, and positive impact on the economic, cultural, and educational lives of the communities we serve.

Our strategic objectives:

- Have a larger, more diverse student and staff body.
- Be student-focused with inspirational learning and teaching.
- Have high levels of graduate employment and student satisfaction.
- Be established as a distinctive 'Community Impact' university.
- Have widened access to higher education in the region.
- Create a more international community.
- Be embedded in and drive the local economy.
- Have significant research strengths.
- Demonstrate shared values across a collaborative network.
- Further develop our Waterfront Campus, with distinctive inspirational architecture.
- Be acknowledged as a model for equality and diversity.

Our Values

We believe it is important to have a clear view of the values which underpin our activity. The following principles should be a clear and constant guide to the way we operate:

- To be a beacon for aspiration and achievement.
- To actively serve and be accountable to our communities.
- To excel in meeting the expectations of our students.
- To provide a great environment to work and study.
- To drive a spirit of exploration, innovation and creativity.
- To be enterprising and entrepreneurial.
- To consistently maintain the highest ethical standards and uphold academic freedom.
- To be inclusive; valuing the contribution of every member of the institution.
- To relish challenge and enjoy success.
- To work with strategic partners for long-term mutual benefit.

Live and Work in Suffolk

Situated on the beautiful waterfront in Suffolk's county town, our University offers enormous opportunities beyond work and study. Situated just an hour from London, Ipswich is England's oldest continuously inhabited town and home to world class culture, food and drink - all surrounded by beautiful Suffolk countryside and coastline.

Explore Ipswich and be amazed by over 1,000 years of history, be uplifted by internationally acclaimed dance, theatre and comedy, be entertained by great festivals and events, and shop a mix of the old and the new, the traditional and the global.

Ipswich is also the gateway to Suffolk and beyond, with wonderful beaches and coastline (Shotley Peninsula, Felixstowe, Aldeburgh, Dunwich Heath, Southwold), countryside and forests (Dedham Vale, Rendlesham Forest, Lackford Lakes and West Stow, Ickworth House, Thetford Forest) and charming villages and towns (Hadleigh, Woodbridge, Lavenham, Framlingham, Long Melford, Bury St. Edmunds).

Working at Suffolk

Our University's vision and strategy is built upon the concept of 'change'. Change for our community, change for our partner organisations, and – most importantly - change for our students. We therefore want to work with people that can embrace and deliver change for themselves and for others. We recognise that our staff are our most valuable asset and that our future success will be dependent upon recruiting, training and supporting people who can make our vision a reality.

The University of Suffolk is looking for people with the energy and insight to drive us forward, while responding to the new challenges we face every day. Knowing that our ongoing success will depend on yours, we will help you thrive. We will look to you to work with us in creating a new kind of university, custom-built for a changing world. Together we'll achieve more and inspire others to do the same.

- Friendly, inclusive working environment.
- Opportunities to progress.
- Named in the top 30 family friendly workplaces in the UK for two consecutive years.
- Inclusive flexible working policy designed to achieve a positive work-life balance.
- The University has pledged to become a Dementia Friendly University.



Job Description

Purpose of the Job:

The Director of People and Organisational Development (POD) is responsible for developing and implementing the People Strategy for the institution and for redesigning the directorate business model to serve the institution for a sustainable future. This role will provide leadership and management of the Directorate of People and Organisational Development, enabling development and implementation of employment policies and practice alongside the development of our people within the University of Suffolk.

Duties of the Post:

Develop and implement the People strategy for the university in line with the current mission, vision and key performance indicators.

Embed a directorate business model for POD that supports the university strategy for a sustainable future.

Lead the development of POD strategies and plans ensuring these are aligned to the overarching University strategy. Main areas of responsibility include:

- Recruitment and Staffing
- Pay and Reward
- Performance Management
- Employee Relations
- Organisation and Staff Development
- Wellbeing and Health
- Equality and Diversity

Lead the Directorate ensuring policies and practices are efficient, effective, reflect good professional practice and are aligned to the corporate objectives and values.

Oversee the corporate development programme ensuring this is aligned to the corporate objectives and supports managers and staff in achieving high performance levels.

Lead and represent the university in negotiations with unions and external bodies such as pension providers and other employer sector bodies responding to consultations as required.

As a member of the Senior Team, work closely with the senior leadership team to ensure the university remains viable and sustainable and that key risks are managed effectively.

Contribute to the strategy for the University and play a leading role in implementing this as a member of the Senior Leadership Team.

Play a leading role with the Schools and directorates in developing a culture that emphasizes quality, continuous improvement, and high performance and enables managers to develop the skills required to work with their staff to achieve this.

Network effectively so as to build and maintain productive links and collaborative working arrangements with relevant professional and other external agencies, and to ensure that the work of the Directorate is informed by best practice.

Network effectively across the university so as to build and maintain productive links and collaborative working arrangements with relevant areas based on purposeful channels of communication appropriate to an open and consultative institution.

Have line management responsibility for the staff within the Directorate, providing support and direction as required, undertaking appraisals, and addressing performance related matters.

Be responsible for the planning, management and allocation of delegated budgets.

Ensure the Directorate adopts a safety conscious culture and take responsibility for the implementation of relevant health and safety policies across the directorate.

Fully embrace and implement the university equal opportunities policy and practices, ensuring there is a culture of inclusion for students and staff. Lead the equality and diversity committee ensuring that the university remains abreast and in tune with current sector and government policies and practice in this area.

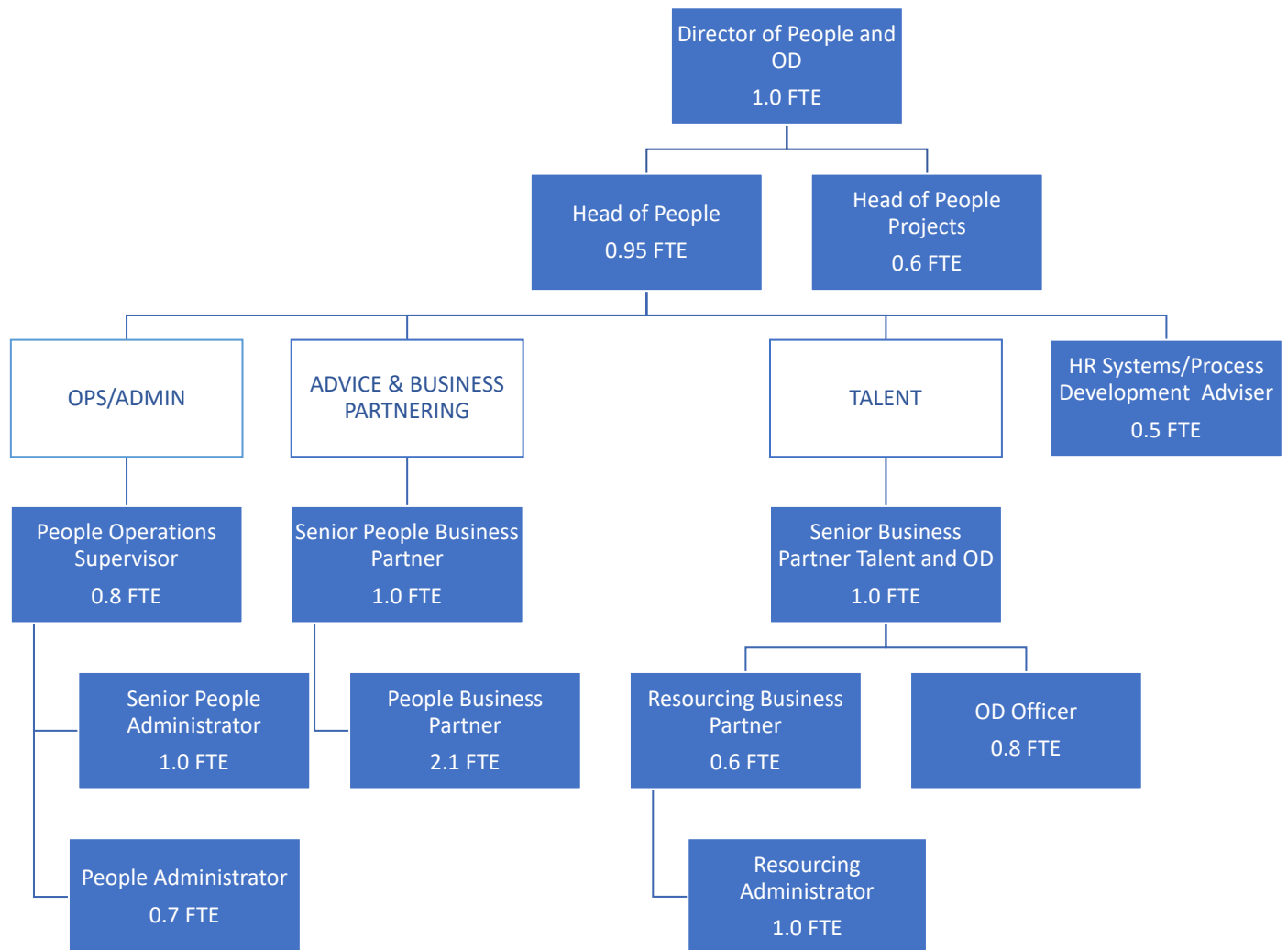
Undertake any other responsibilities determined from time to time by the COO.

Selection Criteria

Candidates will be assessed against the following essential/desirable attributes:

	Essential	Desirable
Education and Qualifications	<p>Chartered Member of the CIPD (or equivalent).</p> <p>A degree or equivalent.</p>	<p>Fellow of the CIPD (or equivalent).</p> <p>A higher degree in a relevant discipline.</p>
Knowledge and Experience	<p>Significant experience in People management in a relevant context.</p> <p>Demonstrable experience of effective performance management.</p> <p>Knowledge and experience of change/transformation project management.</p> <p>Knowledge and experience of strategic planning.</p> <p>Knowledge and experience of union negotiations.</p> <p>Knowledge and experience of employer relations including pension and pay.</p>	<p>Experience of working in a higher education setting.</p>
Skills	<p>High level management and leadership skills.</p> <p>Demonstrable capability to innovate in relevant contexts.</p> <p>Excellent interpersonal, influencing, networking and collaborative skills.</p> <p>Demonstrable capability to drive an equality, diversity and inclusive culture.</p>	
Attitude	<p>Commitment to the University of Suffolk strategy.</p> <p>An understanding of and commitment to Equal Opportunities, and the ability to promote this in the day-to-day work of the post.</p>	

Team Structure



Terms of Appointment

Salary Competitive

Location Ipswich, Suffolk

Flexible working We consider flexible working requests for all our vacancies, e.g. adjustments to the working location, hours, time or working on a job share basis.

We are a Top 30 Employer for Working Families 2016 and 2017, but we recognise that flexible working is not just for parents and carers. Our inclusive Flexible Working policy is open to all our staff and is designed to support our people achieve a positive work-life balance, regardless of personal circumstances.

Equal opportunities The University of Suffolk is a diverse and vibrant community and is committed to providing equality of opportunity for all its staff and students. Our approach is inclusive, valuing the contribution of every member of the institution and the communities we serve.

No Smoking Policy A no smoking policy, including the use of electronic cigarettes operates at all University of Suffolk premises.



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact catherine.kift@starfishsearch.com

To make an application, please go to <https://starfishsearch.com/jobs/uof-dir-people-org-dev/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement that sets out why you think this role is the right move for you and why you are the right person for the role.

Closing date 29th January 2021

First stage interview with Starfish Search w/c 8/15th February

Final panel interview with Suffolk 1st/2nd March





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