

# UNIVERSITY OF SUSSEX

## 1 Advertisement

**Post Title:** Assistant Director of Human Resources – OD, Culture and Inclusion

**School/department:** Human Resources

**Hours:** full time. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 2393

**Salary:** starting at £51,034 and rising to £59,135 per annum

**Placed on:** 27 September 2019

**Closing date:** 11 October 2019 Applications must be received by midnight of the closing date.

**Expected start date:** asap

We are seeking an outstanding individual to play a key role in the development and delivery of the University's new People Strategy, which articulates an ambitious change agenda. You will be responsible for leading initiatives that embed the University's values at all levels across the University through leadership and management development programmes that foster a coaching culture. Working collaboratively and strategically with senior leaders both within the Human Resources Division and across the University, you will design initiatives that promote a fair and equitable approach to talent and succession planning which enhances the diversity of the workforce and attracts and retains talent all levels, thereby offering staff across the University the opportunity to realise their full potential. In close collaboration with the Deputy Pro Vice-Chancellor for Equality and Diversity, you will develop and implement the 'Inclusive Sussex Strategy', to ensure continued progress in developing a culture that is innovative, inspiring and inclusive for our staff.

You will have an exemplary track record of leadership and management: providing direction and enthusing colleagues with a compelling vision, both within your own team and organisation-wide, through your excellent interpersonal, influencing and coaching skills. You will be able to work effectively at strategic and operational levels, with outstanding experience of leading complex change management programmes and initiatives that promote positive culture change and adherence to organisational values. Your success in delivering results under pressure to competing timescales and in complex organisations, will be evidenced through your ability to build excellent relationships with staff at all levels; your high level of emotional intelligence and cultural sensitivity; and your proven experience of advising at senior levels with confidence and gravitas.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## JOB DESCRIPTION

**Job title:** Assistant Director of Human Resources – OD, Culture and Inclusion

**Grade:** 9

**School/Division:** Human Resources

**Location:** Sussex House

**Reports to:** Director of Human Resources

**Direct reports:**

- Head of Organisation Development
- Head of Equality, Diversity and Inclusion Unit
- Reward Manager and Pension Manager

**Key Contacts:**

**Internal:** Senior staff on the University Executive Group; and University Leadership Team; other senior staff and colleagues within Schools and Professional Services; HR Committee members; colleagues on the HR Division's Leadership Team and HR team members.

**External:** HR networks (S10 Group, UHR, South), UCEA Advance HE, Suppliers to HR Division.

**Job Purpose:** The Assistant Director of HR (Organisational Development, Culture and Inclusion) plays a key role in the HR Leadership Team, supporting the Human Resources Director (HRD) in the development and delivery of the University's People Strategy. Particularly in relation to initiatives that embed the University's values at all levels across the University through leadership and management development programmes; values-based competency frameworks; work that supports effective performance management and fosters a high performance culture; and a wide range of staff engagement interventions and projects that support the institution's Staff Survey Action Plan. This role is business critical to the successful delivery of this major culture change agenda.

**Main Accountabilities:**

**1. Strategy**

- i) Play a key role in the HR Leadership Team, supporting the Human Resources Director in the development and delivery of the University's People Strategy and Implementation of key objectives in the University's Strategic Framework and four core University Level Strategies: Research with Impact; Learn to Transform; Engage for Success and Build on Strengths.
- ii) Exemplify and embed the new ways of working and leading change which are required of HR as embodied in the People Strategy.

## **2. Senior Divisional Management**

- i) To work collaboratively and strategically with the senior leaders of the HR team, to deliver the University's objectives within a working culture that is innovative, inspiring, and inclusive for our staff.
- ii) To champion an ethos of excellence, promote a consistent, enhanced staff experience and the alignment of HR services with the University's strategic aims.
- iii) To be the subject matter expert for areas within the remit of the post, keeping abreast of best practice, sharing knowledge and expertise with colleagues.
- iv) To take ownership and accountability for positive outcomes within agreed timescales for all project and day-to-day activity within the designated remit of the post.
- v) To contribute to the University's annual planning activity and budgeting process and ensure effective cost control and tracking of return on investment within areas of responsibility.
- vi) To deputise for the Director of Human Resources on issues relating to Organisational Development, Equality Diversity and Inclusion and by providing proactive support to senior members of the University as required.

## **3. Team Leadership**

- i) To manage, develop and motivate direct reports as they undertake their roles – ensuring they have the appropriate freedom to manage their remits in line with their seniority and experience but with access to support and direction as required
- ii) To have oversight of the development plans for all staff within the remit of the position and to ensure regular appraisal, development and appropriate support is in place as they carry out their roles
- iii) To be an exemplar model of the values and behaviours set out in The Sussex Leader.

## **4. Decision making and problem solving**

- i) Budget authority with responsibility for allocating funds in the best way possible to support delivery of key objectives
- ii) Leads on key projects with University wide impact, setting performance standards for the project, monitoring progress and ensuring delivery on time and to budget.
- iii) Able to balance the University's ambitious plans and the need for day-to-day service delivery with the need to prioritise resources and deliver within a challenging budgetary envelope
- iv) Comfortable and confident in presenting and interacting with the most senior members of the University.

## **5. Equality, Diversity and Inclusion**

- i) Working with the Deputy Pro-Vice-Chancellor for EDI, develop and implement the University's Equality, Diversity and Inclusion Strategy, ensuring continued progress in developing a diverse, inclusive and positive working and learning environment.
- ii) Ensure that the management and governance frameworks for equality, diversity and inclusion are fit for purpose and effectively support the University to meet equality, diversity and inclusion objectives and all legal obligations (including the specific duties of the Equality Act 2010 to produce equality objectives and report on equality data).
- iii) Develop and implement a Values and Behaviours framework for all staff that defines the behaviours expected all staff in creating a positive, inclusive and supportive working and learning environment for all.

## **6. Leading and Driving Cultural Change**

- i) Develop a clear OD Plan, as part of the People Strategy, which supports the University's Strategic Framework 'Sussex 2025'; University Level and Enabling Strategies.
- ii) Provide project management and leadership on key OD policy initiatives, change and engagement programmes, and process improvements that drive critical cultural change. To track and drive progress against delivery.
- iii) Drive a high-performance culture, supported by appropriate management and professional development for staff, as well as efficient and effective processes for managing performance.

## **7. Leadership Development, Coaching and Mentoring**

- i) Design, deliver and implement an extensive programme of leadership and management development for all levels of staff from those aspiring to leadership to those holding senior institutional leadership roles.
- ii) Act as custodian to the Sussex Leader, making sure it is embedded in all appropriate interventions
- iii) Continue to develop a culture of coaching and supporting line managers in taking full responsibility for change and people management issues.

## **8. Talent and Career Development**

- i) Work in close collaboration with the Directorate for Student Experience and the Director for Research and Enterprise to ensure alignment across all academic, professional and leadership development provision.
- ii) Develop competency-based career and professional development frameworks for professional services and technical staff to ensure a wide range of opportunities for staff progression, and that staff have the opportunity to realise their full potential.
- iii) Design and deliver an integrated performance framework linking induction, probation, appraisal, promotion and reward policies and processes.
- iv) Design initiatives that promote a fair and equitable approach to talent and

succession planning which enhances the diversity of the workforce and both attracts and retains skilled and talented staff at all levels.

**9. Reward and Recognition**

- i) Oversee the design and implementation of a Total Reward Strategy, underpinned by fundamental process reform directly aligned to the University's Strategic Framework.

**10. Engagement and Wellbeing**

- i) Support the Deputy Pro-Vice-Chancellor for EDI in driving forward a successful engagement agenda founded on running regular staff surveys and other related activities.
- ii) Develop and deliver a health and well-being strategy to promote a positive and supportive culture.

**Person Specification:**

**Essential**

**1. Qualifications & Knowledge areas**

- i) Educated to degree level or equivalent
- ii) Generalist HR best practice
- iii) Employment legislation and relevant internal and external governance and compliance regulations
- iv) Business process re-engineering techniques e.g. LEAN

**2. Experience**

- i) Exemplary leadership and management skills, ability to motivate and inspire multi-professional teams.
- ii) Significant and successful experience of recruiting, developing, inspiring and managing HR teams
- iii) Significant and successful experience of operating at scale in a complex, ambiguous and diverse environment
- iv) Outstanding experience of leading complex change management programmes and initiatives.
- v) Substantial change management experience and capability based on promoting positive change and adherence to organisational values
- vi) Proven experience of advising at senior levels with confidence and gravitas
- vii) Significant and successful experience gained working in sectors with a high proportion of knowledge workers would be an advantage.

### **3. Skills and competencies**

- i) Able to set out clear direction, inspire others and communicate a compelling vision/argument.
- ii) Able to work effectively at both the strategic and operational level
- iii) Able to manage many competing timescales under pressure and navigate ambiguity to successful outcomes/deliver results.
- iv) Able to facilitate and bring together disparate viewpoints to create shared understandings/pathways forward.
- v) Highly effective influencing, coaching and interpersonal skills
- vi) A truly inclusive approach to work, with the ability to work effectively with a range of styles
- vii) Culturally sensitive with high emotional intelligence and ability to operate with the utmost discretion
- viii) Able to build excellent working relationships through informal and formal approaches.
- ix) Able to analyse complex issues and present concise evaluation and options, in writing and orally.
- X) Able to use qualitative and quantitative information to monitor existing performance and to set future plans and direction.
- Xi) Political nous with the ability to know when to pose difficult or thought provoking questions

### **4. Preferred**

CIPD Chartered Member or Fellow

**NB** It is anticipated that the role holder will have the potential to become Human Resources Director. To this end the role holder will receive a bespoke development programme to support their development.