Appointment of the University of Sussex Director of Human Resources
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Dear candidate,

The University of Sussex is a remarkable institution. The distinctive ethos on which it was established more than 50 years ago is still very much at the heart of the University. The traditions of creativity, interdisciplinarity, innovation and intellectual rigour – in both education and research – play an important part in who we are. Building on this and against a backdrop in which English universities will be facing a period of political and economic change, Sussex is forging ahead and creating a new destiny.

We are in strong health; with a reputation for inspirational teaching, we are turning out graduates who are well-rounded global citizens – contributing to the worlds of business, sciences, the arts, academia, government and the third sector. The University is ranked in the top ten in the UK for graduate employability and in the top 20 for most major UK league tables. Applications and acceptances for study are at an all-time high.

As a university, people are at the absolute core of our success, so Human Resources (HR) has a key role to play as we begin to implement action plans from our new strategy, Sussex 2025. The new Director of Human Resources will not only be responsible for leading a dynamic, agile and progressive HR function that supports every aspect of our university operations, but will have the opportunity for significant impact by driving the HR Transformation Programme, enabling the team to fully exploit digital HR and establish itself as a centre of customer excellence.

This is an exciting time in the University’s history as we look to build on the past and redefine Sussex’s distinctiveness for the 21st century. I hope you will join us in playing a part in shaping the future of a thriving university, with strong values that we believe make Sussex a very special place.

PROFESSOR ADAM TICKELL, VICE-CHANCELLOR
About Sussex

We have challenged convention since the University’s foundation in 1961 – from the modernist architecture of the campus on the edge of a rural national park, our excellent academics and creative professional services staff, and our inspiring students who choose to learn and live here, to the very tone of the Institution and the nature of its conversations.

This is Sussex – we dare to be different

Today, our staff, students and alumni continue these traditions, making their own extraordinary contributions locally, regionally, nationally and globally.

Our lecturers deliver programmes of study that inspire students to develop the skills that make their education count, and that give them the confidence to make their mark in their chosen field.

Our staff conduct original research to explore the great questions of our age. Their findings impact policy and practice for businesses, NGOs and governments, ensuring that Sussex students are also at the forefront of knowledge in their subject.

Creative thinking, pedagogic diversity, intellectual challenge and interdisciplinarity have always been fundamental to a Sussex education. The University’s goal is to deliver teaching and learning programmes that are informed by current research, are attractive to students from all socioeconomic and cultural backgrounds, and that deliver skills for life.

The University is committed to widening access for candidates from lower-income families, and awards a high number of scholarships and other types of financial support.

What we stand for – our values

Our five core values will shape what we say and do. We will support our staff, students and alumni to create a flourishing and strong Sussex culture that continues our traditions of disruptive creativity and innovation:

1. Kindness
2. Integrity
3. Inclusion
4. Collaboration
5. Courage
Sussex 2025

‘Sussex 2025’ is an ambitious, bold and distinctive strategic framework, reflecting a university that has been truly distinctive throughout its history.

**OUR FRAMEWORK FOR CONTINUITY AND CHANGE**

The University of Sussex has a long tradition of experimentation and innovation that has made a real difference to the lives of many students, and those who benefit from our research and wider endeavours. We will build on these achievements and evolve as a better university, dedicated to making a better world.

Our framework will guide the institution to 2025 and beyond. It is a seven-year transformation – an expression of what we stand for and how we will continue to build on our success whilst reinventing ourselves for the future.

In uncertain and changing times, we will need to make tough choices if we are to turn our ambitions into reality. By working towards a shared vision, and having an understanding of our common goals, we will prioritise our efforts. Our Strategic Framework is based on four dimensions:

- Research with Impact
- Learn to Transform
- Engage for Change
- Build on Strengths

For details of the full framework please visit: www.sussex.ac.uk/strategy/
Human Resources at Sussex

The Human Resources Division is made up of 44 staff working across the following departments:

- HR Business Partners and Associates | Business Services and Recruitment
- Payroll and Pensions | Organisational Development | Reward and Benefits
- Equality, Diversity and Inclusion | International HR

**Transformation Plan**

**INTRODUCTION**

The University of Sussex has made a strategic commitment to transforming the HR division from a transactional administrative function to a high value, strategically important asset. Some of this work is already underway, notably around recruitment, preparations for moving to a digital HR environment, and the commencement of Customer Service Excellence accreditation, much remains to be done. The new Director of Human Resources will have the opportunity to build on this platform to develop a coherent and integrated transformation programme which can then be implemented across the University.

**UNDERLYING PRINCIPLES FOR THE TRANSFORMATION PROGRAMME**

- **Agile**: able to anticipate and respond quickly using the full range of skills and resources to provide high quality services and solutions.
- **Digital**: delivery of transactions, information, advice and assistance exploiting digital technology.
- **Customer centred**: focused on understanding, enabling and delivering what customers want.
- **Values driven**: truly embracing the Sussex Values to inform how we operate.
- **Pragmatic**: outcomes driven, risk aware, robust, problem solving, facilitative.

**KEY PROJECTS**

- Digital HR
- Customer Service Excellence (CSE)
- Reform of regulations, policies and procedures
- Values and Competencies
- Engagement and Communication

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ROLE DESCRIPTION AND PERSON SPECIFICATION

Director of Human Resources

KEY RESPONSIBILITIES

• Provide leadership to the Human Resources function and for the strategic direction and development of the Division.

• Ensure the University’s People Strategy is both up-to-date with and reflective of a forward-thinking university.

• Oversee and lead a Digital HR transformation project to establish HR as a centre of customer excellence.

• Drive and lead transformational change across the HR Division by simplifying HR processes and procedures, and further improving efficiency and effectiveness to deliver an agile and responsive service.

• Keep abreast of new developments and modern approaches within HR across both the University sector and more broadly in high performing organisations and sectors, incorporating insights and innovations as appropriate.

• Lead on initiatives for both the development and improvement of competitive pay and reward schemes which recognise excellent staff performance and which serve to attract, motivate and retain outstanding staff.

• Act as an inspiring role model in the continuous improvement of all aspects of HR for all service users, both staff and students.

• Act as one of the University’s principal diversity champions, ensuring effective and dynamic pursuit of the University’s diversity goals.

• Develop a strong coaching culture, working to support and enable colleagues to reach their highest potential.

• Foster a collegial environment at a senior management level to enable a high performing leadership team.

• Function as the key advocate for organisational development programmes and initiatives, aiming to achieve and retain excellent standards in leadership and management competencies, ensuring the University’s position as one of the UK’s foremost higher education institutions.

• Balance effectiveness and cost-efficiency in the management of the budget of the HR Division.

• Communicate and consult effectively with other members of the University Leadership Team on relevant HR developments and any arising issues or implications.

• Support the work of the University’s main people committees and managers in partnership with trade union representatives to address challenges, manage change, or resolve areas of dispute.

• Liaise with other senior managers across the sector and related bodies to raise the profile of Sussex.

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Person Specification

KNOWLEDGE AND QUALIFICATIONS

• Educated to degree level or equivalent.
• CIPD qualified or equivalent.
• Evidence of ongoing professional development and current knowledge of employment law and relevant legislative and compliance requirements.

EXPERIENCE

• Relevant experience of leadership and management of a Human Resources function in an organisation of relevant complexity and scale.
• Clear evidence of leading and delivering contemporary approaches to diversity, equality, inclusion and engagement.
• A successful track record of modernising and introducing innovative approaches to the design and delivery of HR services.
• Experience of strategy and policy development and implementation in HR.
• A track record of leading major organisational change processes and creating modern, compelling models for organisational culture and values.

• An evidence base of excellent achievement in hiring, training and developing a high quality, expert and confident HR.

SKILLS

• Exemplary ability to operate at both a strategic and operational level to drive and embed transformational change.
• Excellent interpersonal and influencing skills.
• Forward-thinking and results-oriented, with an ability to hit the ground running.
• Excellent analytical skills and an ability to present evidence-driven advice and recommendations.
• Strong systems and project management skills.
• Outstanding written and verbal communication skills.
• High level of professional credibility and an ability to act as an ambassador for the University with a wide range of stakeholders.
The Sussex Campus

Sussex is home to 18,000 students who are based on one of the most beautiful campus locations in Britain. Situated in rolling parkland on the edge of the lively city of Brighton & Hove, the campus combines award-winning architecture with green open spaces.

Designed by Sir Basil Spence, the buildings that make up the heart of the campus were given listed-building status in 1993. Falmer House is one of only two post-war educational buildings in the UK to be Grade 1 listed in recognition of its exceptional interest.

The campus is undergoing sustained investment and development to support Sussex’s academic mission with new teaching buildings, new student residences, refurbishment of several teaching buildings and the Library, and the reopening of the Attenborough Centre for the Creative Arts.
Working at Sussex

CHILDCARE
There is a nursery on campus for children aged between three months and five years, operated by The Cooperative Childcare. It is open daily from 7.30am–6.30pm.

LIBRARY
Library facilities are available to all members of staff. The library is open around the clock during term time. The library’s special collections, now housed at The Keep, include the papers of Rudyard Kipling, the New Statesman archive, Virginia Woolf’s Monks house papers, many of Lord Richard Attenborough’s scripts and papers, and the Mass Observation Archive.

RETAIL
There is a supermarket and post office, an academic bookshop, the Students’ Union shop, a pharmacy and a bank on campus. In term time, there is also a weekly outdoor market.

SPORT
Sports facilities include sports halls, fitness rooms, a dance studio, squash courts and outdoor pitches. There is an extensive drop-in group exercise and courses programme including yoga, dance, pilates, trapeze, circuit training and aerobics.

Sussexsport holds an annual boundary walk and boundary run for staff and students around the Sussex campus. It also offers children’s birthday and sports parties from age two upwards and a full programme of sports camps and activities in the school holidays for children aged 5–16.

SUSSEX CENTRE FOR LANGUAGE STUDIES
The Sussex Centre for Language Studies provides a range of courses throughout the calendar year in English Language and Modern Languages that are open to staff as well as students. You can also use the Language Learning Centre to study over 50 world languages.

CATERING AND CONFERENCES
Sussexfood offers extensive catering facilities in Bramber House, as well as cafés across campus. There are also conference and hospitality services. You can also use the Students’ Union bars and shop.
SUSSEX LECTURES
All staff are welcome to attend professorial lectures by Sussex academics and other talks by visiting lecturers and speakers.

ATTENBOROUGH CENTRE FOR THE CREATIVE ARTS
The Attenborough Centre is a state-of-the-art performance and display space that re-opened in 2016 after undergoing extensive refurbishment. The Attenborough Centre has a growing programme of performances and events and is a Brighton Festival venue.

FLEXIBLE WORKING
Sussex has a flexible working strategy, giving employees flexibility on where, when and the hours they work. The University is happy to explore the potential for flexibility in this role. Requests for flexible working options will be considered (subject to business need). The University discusses flexible working with all successful candidates.

THE UNIVERSITY’S LOCATION
The University campus is located at Falmer, on the outskirts of Brighton & Hove, and is just 55 miles (90 kilometres) from London. Frequent trains from central London take as little as 50 minutes to Brighton & Hove, with a quick nine-minute connection to Falmer to reach campus. London Gatwick airport is only 30 minutes from Brighton by car or train, and London Heathrow is just over an hour’s drive away.

BRIGHTON AND THE WIDER REGION
The city of Brighton & Hove has much to offer staff and students, and also offers a quality of life for young families that is hard to match. As well as a fabulous variety of shops, restaurants and pubs, the city also has a range of good schools and a very relaxed and tolerant atmosphere. Brighton has a truly diverse cultural scene with a wealth of theatres, cinemas and galleries. From pre-West End premieres at the Theatre Royal to the variety of experimental fringe productions staged throughout the year, and of course the famous Brighton Festival every May, there is plenty on offer.

The historic market town of Lewes is also close to campus, and many members of staff choose to live there because of its wide choice of housing and excellent schools.
The University has appointed Perrett Laver to conduct an executive search alongside the public advertisement of this post.

Applications should consist of a covering letter, full CV detailing relevant academic qualifications, full employment history, relevant achievements, latest remuneration and full contact details. Where candidates have requirements if invited to interview, this should be stated in a covering letter.

Completed applications should be uploaded at https://candidates.perrettlaver.com/vacancies/ quoting reference 4452. The closing date for applications is midnight (GMT) on Monday 30th December. Interviews will be held between the 26th February and 12th March 2020.

TERMS OF APPOINTMENT

The appointment will be subject to:

- confirmation of the right to work within the UK
- higher level qualifications
- satisfactory health clearance and satisfactory references.

EQUALITY, DIVERSITY AND INCLUSION

The University values diversity and welcomes applications from all sections of society. It is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. The University aims to ensure that job applicants and members of staff are treated solely on the basis of abilities and potential, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trade union membership or non-membership, socioeconomic background or any other inappropriate distinction. In order to ensure the effectiveness of this policy, it is necessary to collect information from all applicants on factors which relate to equal opportunity in employment and applicants are therefore asked to complete the Diversity Monitoring Survey which will accompany the appointment document. The information so provided will be handled in strictest confidence and will only be used for statistical monitoring purposes.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is ‘Legitimate Interests’. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website www.perrettlaver.com/information/privacy/