



## 1 Advertisement

**Post Title:** Deputy Director of Human Resources

**School/department:** Human Resources.

**Hours:** Full time 37.5 hours. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** C194

**Salary:** £87,679 - £105,120

**Placed on:** 16 May 2023

**Closing date:** 11 June 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** 11 July 2023, with informal calls scheduled for 29 and 30 June.

**Expected start date:** Aug/Sept 2023

The University of Sussex is undertaking an exciting transformation with the HR team at the forefront of this work. Key to this will be the appointment of a new Deputy Director of HR. In this critical role, you will advise and support the Director of Human Resources and lead the HR Business Services Team (comprising of Business Services, Resourcing, Employee Relations and Policy, Business Partnering and the HR Compliance team).

You will lead as a full Deputy with the responsibility for leading and managing the delivery of exemplary front-line services across the HR Division. As Deputy Director you will lead the Digital HR project to enable the team to fully exploit digital HR and establish itself as a centre of customer excellence.

This is a fantastic opportunity to make an immediate and significant impact through business-led simplification and standardisation and by leading and modelling newly designed customer-led services. You will lead on the embedding new ways of working, delivering strategic priorities by collaborating with other areas (providing digitally enabled services as standard). You will be an exemplar model of the values and behaviours set out in The Sussex Leader and be able to work collaboratively and strategically with both the senior leaders of the HR team and University, to deliver the University's objectives within a working culture that is innovative, inspiring, and inclusive for all our staff.

Your success in delivering results 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.

For more information or for an informal discussion about the role, please contact Mhairi Campbell, Senior HR Business Services and Resourcing Manager on [m.campbell@sussex.ac.uk](mailto:m.campbell@sussex.ac.uk)

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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.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## **2. The School / Division**

Please find further information regarding the school/division at <https://www.sussex.ac.uk/humanresources/>

## **3. Job Description**

Job Description for the post of: Deputy Director of Human Resources

**Department:** Human Resources Leadership Team

**Section/Unit/School:** Human Resources

**Location:** Falmer Campus, UK

**Grade:** 10

**Responsible to:** Director of Human Resources

**Responsible for:** Head of Employee Relations, Senior Business Services & Resourcing Manager, Senior HR Business Partner, Compliance Manager

### **Main Purpose of Job**

1. The Deputy Director of HR (DDHR) is a critical role, they advise and support the Director of Human Resources and lead the HR Business Services Team (comprising Business Services, Resourcing, Employee Relations & Policy, Business Partnering and the HR Compliance team). Acting as a full Deputy, they are responsible for leading and managing the delivery of exemplary front-line services across the HR Division.
2. The DDHR supports and leads the Business Services team in the the Digital HR project to enable the team to fully exploit digital HR and establish itself as a centre of customer excellence. This involves business-led simplification and standardisation by leading and modelling newly designed customer-led services embedding new ways of working, delivering strategic priorities by engaging and collaborating with other areas (providing digitally enabled services as standard).
3. To ensure that HR policies and procedures are up to date, reflect best practice, enable innovation, and embed the University's values into all aspects of HR service delivery. In support of that, the role holder must ensure that the operational environment is conducive to support these aims.
4. The DDHR leads the Resourcing Team in the creation of a talent acquisition plan to enhance the recruitment service to achieve best in class candidate and internal customer experience.

### **Key Duties & Responsibilities**

1. Play a key role in the HR Leadership Team, supporting the Director of Human Resources in the development, delivery and on-going review of the University's

People Strategy and the implementation of key objectives in the Sussex 2025 Strategic Framework.

2. Exemplify and embed the new ways of working, including leading and delivering change, which are required of HR as embodied in the implementation of union agreements as appropriate, the Inclusive Sussex Strategy, and the Organisational Development plan and the Talent Acquisition plan as part of the University's People Strategy.
3. To be an exemplar model of the values and behaviours set out in The Sussex Leader. The post holder will be empathetic to the needs of the HR team and our wider staff and student community, building trust through a collaborative leadership style to yield beneficial outcomes.
4. Act as Senior Responsible Officer (SRO) on designated projects at divisional and institutional level, and be accountable for outcomes, within agreed timescales for all project and day-to-day activity within the designated remit of the post.
5. Play a leading role in managing effective relationships with recognised trade unions to ensure a positive industrial relations landscape which will enable the institution to manage complex and contentious matters in a reasonable and pragmatic fashion.
6. 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 all our staff.
7. To champion an ethos of excellence, to promote a consistent, enhanced staff experience and to ensure the alignment of HR services with the University's strategic aims.
8. To be the subject matter expert for areas within the remit of the post, keeping abreast of best practice and developments in employment legislation, ensuring HR policies reflect these and sharing knowledge and expertise with colleagues as appropriate.
9. To contribute to the University's annual planning activity and budgeting process at an operational level within areas of responsibility and at a divisional and institutional level to ensure effective cost control and tracking of return on investment on workforce and financial integration planning.
10. To deputise for the DHR by providing proactive support to senior members of the University and with external organisations as required.
11. 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, ensuring regular appraisals take place to support development.
12. Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a worldclass

standard of teaching and research by managing our resources effectively and efficiently.

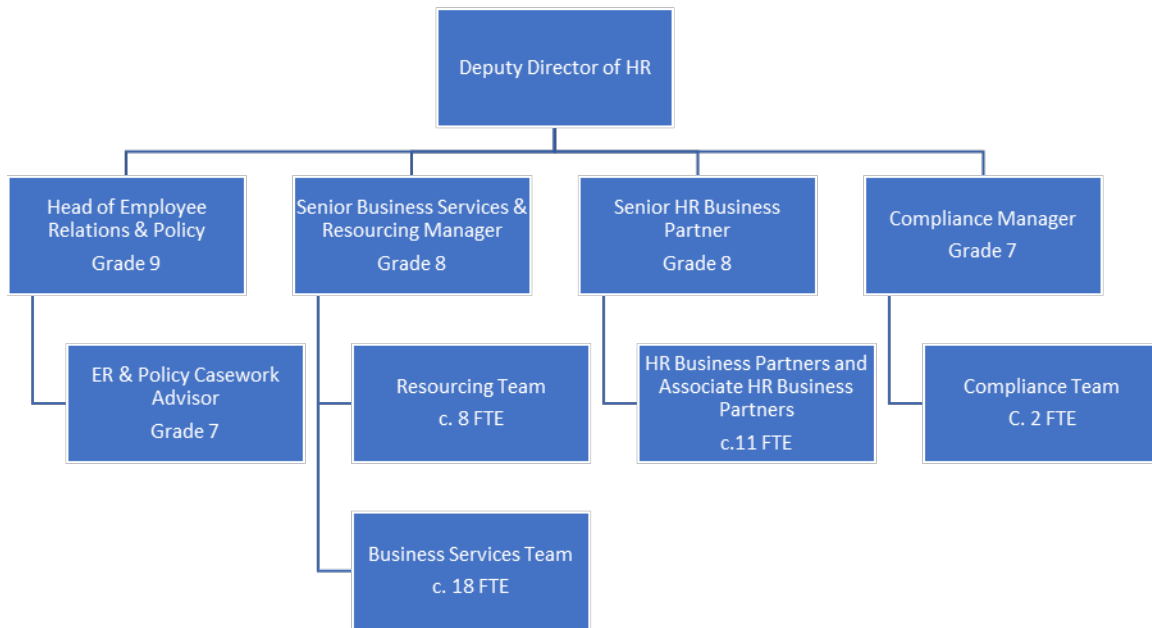
13. Define HR processes and operational policy, making clear who is responsible for each step, liaising with relevant stakeholders to obtain feedback, and adopting appropriate methodologies. Where practicable to look for early opportunities to improve service delivery in order to foster user led services.
14. Manage the teams to deliver an efficient and effective HR service, by monitoring best practice in all aspects of service delivery, looking proactively for ways to improve efficiency and/or service delivery thereby ensuring the delivery of key HR processes.
15. Lead and inspire relevant task and finish groups to engage and support colleagues in delivering a more efficient and effective service. This will include making best possible use of the IT available, seeking opportunities to modernise and make improvements as appropriate.
16. Engage and develop an ever more strategically competent HR Business Partnering Team, who are able to deliver genuine added value. Ensuring the HR BPs integrate with Finance Business Partners to provide an integrated approach to change management.
17. To undertake any other as reasonable duties and responsibilities requested by the Director of Human Resources.

#### **Job Context**

1. The post holder reports directly to the Director of Human Resources, however, enjoys a high level of autonomy and responsibility to enable the post holder to manage their own work to achieve the strategic and operational goals of the University, Professional Services, their division and their agreed objectives. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
2. Support the achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
3. The role has a key responsibility in supporting the HR contribution to Sussex 2025 in relation to the People Strategy development and delivery, calibration of policy and operational service to respond to change, and to take specific responsibilities for major initiatives e.g. Voluntary Severance, IPBP, restructuring.
4. The post holder acts within delegated authority directly from the DHR but on specifics to the COO and Provost.
5. Ensure compliance with all relevant employment legislation, GDPR, tax and pensions regulations in relation to Payroll, UKVI and DBS compliance and taking on responsibility as Authorising Officer for Skilled Worker and Tier 5 Licenses.

#### **Dimensions**

1. Role holder has authority for authorisation of non-pay spend to the limits specified within financial policy.
2. The post holder makes regular operational decisions e.g. on employee relations but is also responsible for decision making as an SRO on significant projects which have long term, strategic impact e.g. VS, Digital HR.
3. Four teams directly report in, 4 direct reports, c.40 staff in total
4. The role holder will directly line manage 1 Grade 9, 2 Grade 8s, 1 Grade 7.



#### Internal and External Relationships:

1. Internal: UEG, ULT, HR Exec and HRLT, Finance, IT, PSLT, COO, Provost, . Heads of School group, People Culture and Inclusion Committee, Academic Promotions and Advancements and Titles Committee, Project Board, Council Sub-committees as Necessary, Safeguarding Panel, UKVI steering Group, Scholarship Working Group.
2. Unison and Unite JNC, and the Combined Union JNC
3. External: UHR Southern Region, UCEA, Zellis, UKVI, PwC & KPMG

#### Other Contextual Information/Special Features

1. Able to balance the University's exciting plans for change and the need for day-to-day service delivery with the need to prioritise resources and deliver within a budgetary envelope

#### 4. Person Specification

Person Specification Element	Criteria
Skills	1. Able to set out clear direction, inspire others and communicate a compelling vision/argument.

	<p>2. Able to work effectively at both the strategic and operational level.</p> <p>3. Able to manage many competing timescales under pressure and navigate ambiguity to successful outcomes/deliver results.</p> <p>4. Able to facilitate and bring together disparate viewpoints to create shared understandings/pathways forward.</p> <p>5. Superior influencing, coaching and interpersonal skills.</p> <p>6. A truly inclusive approach to work, with the ability to work effectively with a range of styles.</p> <p>7. Culturally sensitive with high emotional intelligence and ability to operate with the utmost discretion.</p> <p>8. Able to build excellent working relationships through informal and formal approaches.</p> <p>9. Able to analyse complex issues and present concise evaluation and options, in writing and orally.</p> <p>10. Able to use qualitative and quantitative information to monitor existing performance and to set future plans and direction.</p> <p>11. Political nous with the ability to know when to pose difficult or thought provoking questions</p>
Qualifications	<p>1. Educated to degree level or equivalent</p> <p>2. CIPD Chartered Member or Fellow (preferred).</p>
Knowledge	<p>1. Generalist HR best practice.</p> <p>2. Employment legislation and relevant internal and external governance and compliance regulations</p> <p>3. Knowledge of managing industrial relations and key stakeholder management in a unionised environment</p> <p>4. Business process re-engineering techniques e.g. LEAN</p> <p>5. Commercial acumen and financial literacy.</p>
Experience	<p>1. Exemplary leadership and management skills, ability to motivate and inspire multi-professional teams.</p> <p>2. Significant and successful experience of recruiting, developing, inspiring and managing HR teams.</p> <p>3. Significant and successful experience of operating at scale in a complex, ambiguous and diverse environment.</p>

	<p>4. Outstanding experience of leading complex change management programmes and initiatives.</p> <p>5. Substantial change management experience and capability based on promoting positive change and adherence to organisational values.</p> <p>6. Proven experience of advising at senior levels with confidence and gravitas.</p> <p>7. Significant and successful experience gained working in sectors with a high proportion of knowledge workers would be an advantage.</p>
Personal Attributes	<p>1. Comfortable and confident in presenting and interacting with the most senior members of the University.</p> <p>2. Integrity</p> <p>3. Ability to maintain confidentiality</p> <p>4. Trust worthy</p> <p>5. Empathetic</p> <p>6. Resilience</p>