

JOB DESCRIPTION

Title of Post:	Director of Human Resources
Contract Type:	Permanent
Location:	London
Reporting to:	UK Dean
Responsible for:	Staff within the Human Resources department

Salary and Benefit Package

Salary:	£80,000
Performance-based Bonus:	Up to £5,000
Pension:	USS
Additional Benefit:	Access to Death-in-Service plan, Income Protection and BUPA Private Healthcare

Company Overview (About us)

ESCP Business School was founded in 1819. The School chooses to teach responsible leadership, open to the world and based on European multiculturalism.

Six campuses in Berlin, London, Madrid, Paris, Turin and Warsaw are the stepping stones that allow students to experience this European approach to management. Over the past 200 years, generations of entrepreneurs and managers have been trained in the firm belief that the business world can feed into society in a positive way.

This conviction and ESCP's values - excellence, singularity, creativity and plurality - daily guide our mission and build its pedagogical vision.

With over 700 FTE staff across our six campuses, we have an agile, vibrant and innovative community who share and live our values. Our staff are passionate about the School's mission; meanwhile, as employers we empower them to try new things beyond their day-to-day work, giving them the tools and support to develop themselves in their own way.

Our mission unites both staff and students to make a positive impact on the world by delivering high quality of research and education. By joining ESCP you will be able to make a real difference, providing vital support to our community.

We are constantly growing and evolving, and our staff are at the core of this process. We all work together to create a culture that supports a world-class business school

About the Role

Purpose of Post

Reporting to the UK Dean the Director of Human Resources is primarily responsible for providing strategic advice, guidance and leadership across the institution on all aspects of the key risk areas of Human Resources. The Director will be expected to lead the strategic development across the range of Human Resource areas and be required to ensure that HR policies and procedures are legally compliant.

Other key activities include the leadership and management of a specific support service encompassing:

- Providing dynamic and effective leadership and day-to-day management of the department and operational activities including the effective, efficient and economic deployment of physical, financial and human resources;
- The implementation and maintenance of quality assurance protocols and standards in relation to HR;

- Leadership in the development and implementation of the School's HR Strategy as a key enabler of the School's strategic plan;
- Playing an active role in supporting the effective management of change across the School, advising on strategies to achieve high levels of commitment to achieving agreed outcomes.
- The lead role in the development and integration of HR policies and procedures;
- The development of Human Resource systems and practices and the provision of a range of personnel services and advice for members of the School's Senior Management Board ("SMB"), School's departments and employees at the School;
- Overseeing the implementation of recruitment and remuneration practices;
- Providing leadership and guidance on issues relating to the equality and diversity agenda and champion the School's commitment to equality and diversity
- Undertaking appropriate risk assessment at departmental, functional and corporate level;
- Taking a lead role in the School's people focused initiative ("W3");
- Taking a lead role in the preparation of documentation for formal disciplinary and grievance matters;
- Advising on the handling of serious employee relations matters and sensitive personnel cases, deploying high level professional skills to achieve successful outcomes;
- Overseeing all aspects of the Payroll and Benefits systems and databases (ADP, USS, HMRC);
- Overseeing the collation of HR data for statutory and sectoral returns (Auditors, OfS, HESA);
- Ensure that HR key performance indicators are met and also support the School's key performance indicators framework.

Post Holder Requirements

The post holder will have an in-depth understanding of his/her specific professional areas including current operational knowledge of employment law legislation. As a Director he/she will be charged with the overall strategic responsibility for the HR service area and will be required to liaise effectively with colleagues on the Senior Management Board and Departments Line Managers and to contribute to the development and implementation of the School's strategic plan. Involvement in specific corporate or operational strategies or functions could also be an important aspect of the role.

The post holder will need to be someone who can operate effectively and efficiently in a continually developing and changing workplace context and be capable of motivating others to embrace change. Experience of dealing in an international context (the School having five integrated campuses in Europe) would be extremely beneficial as well as being able to recognise and demonstrate the added value that an HR function can provide to meet the business needs of the School and of the Group to an extent.

The Director of Human Resources will be expected to contribute more generally in areas outside his/her direct functional remit and provide support for other members of the Senior Management Board when required. He/she maybe called upon to offer strategic support to the School in other operational contexts.

SPECIFIC DUTIES

Responsibilities

1 Strategy

- Set strategic priorities for the Directorate over short, medium and long term and contribute to institutional strategic planning and processes.
- Provide strategic advice and guidance to Board members on the key risk areas linked to Human Resources issues.
- Ensure acquaintance with and operate within corporate compliance requirements in terms of finance and humanresources.

2 Communication (oral, written and electronic)

- Communicate effectively and professionally in both formal and informal situations in accordance with corporate standards, recognising that communication should be effective at various levels.
- Ensure that communication routes are clearly defined, effective, efficient and active and in accord with the School's regulations always promoting the School's policies.
- Effectively communicate guidance and advisory material, on various HR matters, to management, departments and staff at the School.
- Represent the School, as requested by the UK Dean on external bodies, contributing to consultation forums on national policy development, giving, receiving and implementing advice.
- Take a pro-active role in the development of corporate communication channels.

3 Service Delivery

- Take overall responsibility for the service delivery of the HR Department.
- Work closely and in partnership with the Senior Directorate, line managers and colleagues to provide an integrated provision of service delivery in line with the School's mission and vision.
- Develop, quantify, evaluate and monitor an appropriate set of performance indicators for the HR Department.
- Set the overall standard for the HR service, monitoring service levels, whilst maintain overall quality standards and balancing conflicting demands.
- Positively assist in initiating and managing change within the institution including areas of radical development.
- Maintain an awareness of changing external requirements and ensure that the HR Department / School actively responds to changes in context.
- Constantly engage in a process of reviewing, modifying and monitoring the operation of the HR Department in order to improve the quality of service, respond to the changing needs of stakeholders and ensure efficiency, effectiveness and value for money.
- Take responsibility to ensure that staff in the HR Department have the support they need to provide quality service and to fulfil their roles.
- Direct the work of the HR Department to ensure delivery of its strategic and operational objectives.
- Provide advice, guidance and leadership to staff on issues relating to Human Resources.
- Identify and advise management of situations where external legal advice is necessary on personnel matter, particularly in relation to Employment law or Employment Tribunals.
- Oversee, and where appropriate, provide professional input and take overall administrative responsibility for all stages of recruitment and selection processes, including preparation of advertisements, pre and post interview documentation, interview arrangements, record keeping and UKBA compliance matters.
- Attend appointment interview (delegating only when appropriate) in order to address personnel matters that may arise and to provide relevant advice to Chairs of appointment panels.

4 Liaison and Networking

- Initiate, develop or lead internal or external networks in order to influence events, decisions and collaborative partnerships.
- Participate positively in institutional committees accepting chairing responsibilities as required.
- Network on behalf of the School with external partners that are related to the operational activities linked with Human Resources developing appropriate links in order to foster collaboration.
- Engage actively with the Federal HR team with a view to share best HR practices and adopt Federal HR policies.
- Support sister campuses HR team to share knowledge and expertise.

5 Managing People

- Take overall responsibility for the management and development of staff within the HR Department including staff reliability, absence, flexibility and punctuality.
- Organise a mentorship scheme within the HR Department and provide support for such development across the School.
- Develop and implement effective mechanisms for managing and resolving issues of conflict within the Department.
- Plan and organise the appraisals of staff with the HR Department, identifying staff development needs within the HR Department.
- Continually update people management skills in order to comply with employment legislation and to comply with human rights, equality and diversity and data protection legislation.

6 Planning and Organising and Managing Resources

- Take overall responsibility and accountability for the operational planning and organisation, management and day to day running of the HR Department including:
 - managing the effective, efficient and economic use of physical, financial and human resources;
 - effective and efficient scheduling and management of staff within the Department.
 - setting operational standards and monitoring progress against agreed criteria for the Department;
 - preparing, negotiating and managing the Department's budget including identifying future requirement in terms of capital, revenue and staffing budgets;
 - effective planning and prioritisation of own time and resources and structuring work programmes to meet appropriate Department and institutional deadlines.
- Identify aims, objectives and deadlines for staff within the HR Department.
- Ensure timely and relevant management information is available to support forward institutional planning and HR documentation for the Boards.
- Plan and manage risk in relation to Human Resources management within the Department and as appropriate within the School.
- Incorporate Health and Safety at work considerations into the planning and organisation of resources.
- Support Senior Directorate and other managers in identifying and acting upon opportunity for improving effectiveness and efficiency.
- Develop and maintain the staff records system and oversee the preparation and completion of HESA, OfS and other staffing returns within appropriate timeframes
- Plan, organise and manage:
 - All processes relating to employment job descriptions and person specification, contracts of employment, post and job evaluations and other recruitment procedures;
 - The information and interface between personnel and payroll, ensuring appropriate authorisation for changes in data which affects pay;
 - All processes relating to absence management, grievance and disciplinary procedures;
 - All data relevant to human resources, including staff in post, joiners, leavers, maternity and sickness absences (including Occupational Health referrals), flexi-time, annual leave, staff appraisals and job evaluations;
 - The School's Human Resources Information System;
 - Collate information and prepare documentation to aid the Reward Remuneration Committee ("RRC")
 - Prepare documentation for formal disciplinary and grievance hearings.
- Plan own personal and professional development.

7 Teamwork and Motivation

- Recognise the importance of leading by example, demonstrating effectiveness by working productively, creatively and collaboratively within various Departmental teams, acting as a responsible team member and meeting agreed deadlines.
- Contribute effectively to the work of colleagues, collaborating to identify and respond to the needs of all stakeholders and providing leadership as necessary.
- Engage with own staff in a manner that stimulates motivation and encourages commitment.
- Assist the School in developing the spirit of team working, employing techniques which encourage and motivate others.
- Support the UK Dean and other Line Managers in the development of corporate teams.

8 Initiative, problem solving and decision making

- Take independent decisions at directorate level within a defined framework.
- Use initiative to propose solutions to strategic and operational problems and identify opportunity for collaborative activity.
- Make judgements across a wide range of highly complex physical asset issues, requiring analysis, interpretation, comparison of a range of options, taking into account legislation, health & safety and conflicting demands.
- Contribute to collaborative decision making across the School, providing advice or input in order to contribute to the decision making of other, identifying and developing thematic or cross-School initiatives where possible.
- Apply creativity to devise varied solutions to problems referring issues to specialist managers as appropriate.
- Ensure that a robust understanding and approach to risk management underpins all relevant strategic and operational activities

9 Pastoral Care and Welfare

- Show sensitivity to staff, colleagues or other School users who may need help or in extreme cases, are showing signs of obvious distress and to initiate appropriate action by involving relevant people.
- Be aware of and respectful of the range of support networks for self, staff and other School users.
- Take responsibility as a line manager for pastoral issues within Directorate.

10 Work Environment

- Ensure compliance with the School's health and safety regulations and aim to promote safe working practices.
- Demonstrate flexibility in the workplace to meet the requirements of specific deadlines and work schedules.

11 Knowledge and Experience

- Develop professional expertise to maintain the currency of own knowledge and disseminate and apply the result of such activity.
- Be committed to continuing professional development and evaluation of practice, including involvement in scholarly activity and maintaining membership of the relevant professional body.
- Apply a breadth or depth of experience showing full working knowledge and proficiency of own area of expertise, acting as a point of reference to others.
- In respect of Employment Law and other relevant legislative aspects of the post ensure that your knowledge and understanding are constantly updated and communicated across the School.

GENERAL DUTIES

1. **Undertake personal Health and Safety responsibilities in accordance with the H.A.S.A.W.A 1974 ensuring that safe systems of work are complied with.**
2. **Be aware of and take action to report any potential workplace/personal hazards to Health & Safety.**
3. **Where specific Health and Safety guidelines relate to your post ensure that all duties are carried appropriately.**
4. **Operate within the terms of School policies and procedures always ensuring that all work and work related activities are operated in accordance with Equal Opportunity, Dignity at work principles, Data Protection Legislation and UK Border Agency regulations.**
5. **Demonstrate knowledge and understanding and positively promote equality of opportunity.**
6. **Be adaptable to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development.**
7. **Take appropriate care to ensure that School equipment, facilities and infrastructure are not defaced or damaged.**
8. **Support and promote the School's sustainability commitment and carry out duties in an ethical and responsible manner.**

NB This job description currently applies but could be subject to variance. Duties may be allocated from time to time which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION – Director of Human Resources

Description	Essential	Desirable	How Evaluated
<i>Education and Qualifications</i> a) Degree educated b) Qualified with the Chartered Institute of Personnel and Development or equivalent	* *		Application form and evidence of qualifications
<i>Experience</i> c) Significant experience as a HR practitioner dealing with the full breadth of personnel matters. d) Practical experience of current employment legislation and best practice e) Experience of working in a dynamic and changing workplace environment. f) Experience of operating at strategic level g) Evidence of managing complex change and development h) Evidence of ability to positively engage with institutional priorities and to take forward institutional objectives in a focused and proactive manner i) Evidence of management skills that will facilitate the development of strong networks within the institution j) Understanding of the public sector employment context k) Experience of negotiating at senior level with trades unions l) Proven experience in HE establishment. m) Experience of managing a budget at divisional level n) Project management experience o) Evidence of effective organisation and administrative skills necessary to develop and manage the personnel, financial and physical resources of the Directorate.	* * * * * * * * * * * * * * *	* *	Application form and interview and references
<i>Aptitudes and Skills</i> p) Possesses excellent interpersonal and communication skills with the ability to communicate effectively at all levels q) Ability to develop sound working relationships with staff at all levels r) Ability to manage and motivate own team and where appropriate other corporate teams s) Ability to negotiate, persuade and influence at both institutional and individual level t) Ability to effectively link personnel and corporate values u) Ability to demonstrate effective organisational and time management skills v) Ability to apply attention to detail when required w) Ability to meet tight, conflicting deadlines when required x) Able to deploy effective IT skills	* * * * * * * * *	* *	Application form and interview
<i>Personal Attributes</i> z) Capability of demonstrating strong self-motivation. aa) Possesses the mental stamina to deal effectively with a large number of complex and competing demands bb) Ability to work unsupervised and to direct own	* * *		Application form and interview

work	*		
cc) Ability to work effectively as an individual, as part of a team and in partnership with others.	*		
dd) Recognises the importance of building sound working relationships (in particular with Federal HR Team)	*		
ee) Recognises the need for and demonstrates appropriate confidentiality	*		
ff) Demonstrates respect for diverse range of people.	*		
gg) Ability to demonstrate sensitivity, diplomacy and resilience when required	*		
hh) Adopts a positive approach and commitment to Lifelong learning on a corporate and personal level	*		
ii) Committed to continuously improving internal procedures to ensure full legal compliance and delivery of service level agreements			
<i>Circumstances</i>			
jj) Ability and preparedness to work flexibly	*		Application form and interview
kk) Commitment to supporting the multicultural mission of the institution	*		

It is in your own interest that you are explicit in your application about how you meet the stated criteria. You are encouraged to provide relevant and explicit examples, (obtained from the workplace, voluntary or community work or any other appropriate situation) so that the short-listing panel are able to clearly identify where your knowledge, and experience matches the criteria identified in the post.