



Loughborough
University

Appointment of

Director of Human Resources

www.lboro.ac.uk/join-us/DirectorHR



ABOUT LOUGHBOROUGH UNIVERSITY

Loughborough University is a fantastic place to work and study. There is a real pride in the University that touches everyone associated with it.

Throughout our history we have built upon our distinctive characteristics and enhanced our strengths. Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident at Loughborough today.

Our campus in the heart of Leicestershire – one of the largest in the UK, spanning 440 acres – provides a supportive and enriching environment with first-rate facilities for both staff and students.

Loughborough University London, our postgraduate campus on Queen Elizabeth Olympic Park, the former site of the 2012 London Olympics, offers education, research and enterprise opportunities in London's newest innovation quarter.

In the 21st Century we are one of Britain's leading universities. Our combination of world class research, enterprising outlook, unparalleled sporting achievement and excellent student experience gives rise to something that is truly special, and distinctive among the UK's universities.





Dear Colleague,

Thank you for taking the time to find out more about this important role at Loughborough University. If successful you would join our University at a time of unprecedented achievement. Our approach to recruit, retain and develop the very best people is serving us well at a time of change in the UK's higher education sector.

As Director of Human Resources you will drive and develop the success of the Service and provide the strategic leadership to ensure that through the contributions of my colleagues, we remain successful far into the future.

You will lead a large team of professional services staff covering HR services focussed on recruiting, retaining, developing, rewarding and supporting the management of staff.

Loughborough is an exceptional university. The combination of our excellent student experience, enterprising outlook, world class research and unparalleled sporting achievement gives rise to something that's truly special and distinctive among the UK's universities. Recent years have seen remarkable success that you can read about [here](#).

This position will be of interest to both senior HR colleagues at other higher education institutions, and leaders and senior managers in the wider HR sector looking to join what is an exciting, fulfilling and dynamic sector. I look forward to hearing more about you.

Professor Robert Allison
Vice-Chancellor and President

OUR ACHIEVEMENTS

BRITAIN'S BEST STUDENT EXPERIENCE OVER THE LAST 10 YEARS

Times Higher Education Student Experience Survey 2007-2017

RATED GOLD in the Teaching Excellence Framework 2017

RANKED 6TH IN THE UK

Times Higher Education (THE) 'Table of Tables' 2017

UNIVERSITY OF THE YEAR FOR SPORT

Times Good University Guide 2017

BEST UNIVERSITY FOR SPORT SUBJECTS IN THE WORLD

QS World University Rankings by Subject 2017

AWARDED 7 QUEEN'S ANNIVERSARY PRIZES, second only to Oxford

TOP FOR HIGH QUALITY FACILITIES

Times Higher Education Student Experience Survey 2017

1ST FOR GIVING BACK

WhatUni Student Choice Awards 2017

RATED FIVE STARS PLUS FOR EXCELLENCE

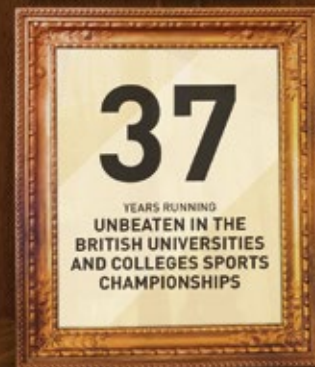
QS Stars

A TOP 10 UNIVERSITY IN ENGLAND

FOR RESEARCH INTENSITY according to the Research Excellence Framework

1ST IN THE UK AND GLOBALLY FOR OVERALL SATISFACTION WITH THE UNIVERSITY

Student Barometer Autumn Wave 2016 – out of 45 participating universities globally, based on overall score across all measures



OUR STRATEGY – *BUILDING EXCELLENCE*

Our strategy has four core drivers – Investing in our staff, Educating for success, Growing capacity and influence, and Raising standards and aspirations – with research, teaching, enterprise and sport embedded in each.

Investing in our staff

We will be an outstanding employer, supporting our staff to achieve their full potential through development opportunities. We will recognise excellence and achievement through performance and reward mechanisms and ensuring that all staff are empowered to operate at their highest levels.

We will maintain a staffing profile that allows us to enhance our centres of research excellence and enrich the academic student experience we offer. By attracting the highest quality staff and maintaining the best possible student staff ratios, we will provide our students with a dynamic learning environment.

Educating for success

We will develop our students as individuals, enhancing their capabilities as creative, confident and adaptable 21st Century citizens who will make a significant contribution to global society.

Loughborough University London has facilitated an expansion in our postgraduate population with an increase year on year since opening in 2015. Under the current fee regime, we will maintain our undergraduate numbers but review our approach should Government policy change.

Growing capacity and influence

We will grow capacity in key areas of teaching, research and enterprise by investing strategically and developing international partnerships and collaborations. We will advance areas in which we have a critical research mass and withdraw from those where this is unachievable.

We will reinforce the breadth of our academic offering across both our campuses, with continued emphasis on

subjects with international recognition. We will listen to our students, employers and other key partners to ensure that our academic provision develops in line with their requirements. By capitalising on emerging opportunities to review the scope of our academic provision, we will introduce new areas and withdraw from those that are no longer appropriate.

We will raise our profile and strengthen our connections with policy makers, business, industry and the community, achieving recognition as a leading international university, whose contributions are sought and valued.

Raising standards and aspirations

We will enhance our effectiveness and minimise the barriers to achieving our aspirations. We will build on our strengths and focus on developing the activities we do well to help us achieve our goals and raise our international profile.

Through our rigorous planning processes we will ensure we identify where we should invest. Our focus will be on internationally excellent research and a high quality student experience.



OUR AMBITIONS – BY 2020 WE WILL HAVE ACHIEVED THE FOLLOWING:

A distinctive international reputation for excellence

The relevance of our research to real-life issues will place us at the forefront internationally, increasing significantly the global visibility and reputation of the University. Our contribution, at the very highest levels, to new knowledge and understanding, will boost our links with some of the best universities in the world and expand our breadth of well-established partnerships with leading international companies.

A life-shaping student experience

We will provide our students with an exceptional learning environment that offers outstanding, innovative teaching, opportunities to contribute to pioneering research, and options to maximise their business potential, coupled with wide-ranging personal support. We will engage with our students to ensure we deliver the best possible academic experience. There will be high demand for our programmes and we will continue to deliver outstanding levels of student satisfaction.

Working in partnership with Loughborough Students' Union, we will offer the best possible all-round experience, providing

our students with a wide range of opportunities that enable them to achieve their full potential, professionally and personally as well as academically.

Outstanding partnerships to deliver social, economic and cultural prosperity

We will realise the commercial potential of our research and forge productive, collaborative links with partners across all sectors. This will ensure that we meet their requirements and that the impact of our activities helps to support economic development and drive innovation and performance on local, national and international levels.

We will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside and will embed sustainability and social responsibility into all of our processes, operations and developments.

A culture of delivering excellence in all that we do

Through the integration of influential research, a vibrant enterprising culture and outstanding learning opportunities, we will enhance our ability to drive

forward solutions to contemporary global challenges.

Our staff will be supported to attain the highest standards, and our international profile will attract the very best in their fields.

We will also have cemented our position as the UK's premier university for sport and be recognised globally for our unique ability to shape sport and exercise policy and practice both nationally and internationally.

One outstanding university: two vibrant campuses

Our distinctive ability to integrate research, teaching and enterprise will have strengthened the activities in which we excel and created new capacity in areas of excellence.

Our international ambitions will be further enhanced through a thriving postgraduate campus on the Queen Elizabeth Olympic Park in London, complementing our outstanding green-field campus in Loughborough and creating two inspiring campus communities.



LEARNING AND TEACHING

Loughborough University provides students with an exceptional learning environment, enhanced by quality teaching and a supportive atmosphere. We pride ourselves on developing highly employable graduates. Our links with leading employers are unrivalled, and our students develop the valuable skills that recruiters seek.

Teaching at Loughborough has consistently been rated excellent in independent assessments, placing the University towards the top of the teaching quality tables, and the Quality Assurance Agency gave Loughborough the highest possible commendation in its most recent audit. The University was also awarded Gold in the first Teaching Excellence Framework.

Student satisfaction

Loughborough is consistently well placed in the National Student Survey. In the most recent survey (published in 2017) 91% of Loughborough's final year students said they were satisfied with their course.

In the Autumn Wave 2016 international and UK Student Barometer, which allows students to give universities feedback on the services they provide, Loughborough was ranked first in the UK and globally*, out of 45 participating universities, with 95% of Loughborough students saying they were satisfied with the University overall. Loughborough University London has facilitated an expansion in our postgraduate population with an increase year on year since opening in 2015.

In order to sustain exceptional quality, the University has developed strong academic, guidance and welfare systems to support students throughout their education. The

Careers Network at Loughborough offers a wealth of services, and was voted 1st for satisfaction with the Careers Network (Student Barometer Autumn Wave 2016 out of the 44 participating universities globally).

All Loughborough University London students have access to our pioneering personal development scheme, Enterprise Through the Curriculum, which offers unrivalled opportunities for students to widen their professional skills, interact with potential employers and deepen their work-related experiences.

The Centre for Academic Practice also supports the professional development needs of academic staff and promotes effective practice in learning, teaching and assessment.

Graduate employability

Established links with industry, business, the public sector and the professions

allow many students at Loughborough to benefit from profitable work placements, both in the UK and abroad. All of our undergraduate courses have a year-long, paid work placement option. Loughborough graduates leave university equipped with the knowledge and employability skills that are in great demand. For this reason, Loughborough was ranked 1st in the UK for employer-student connections in the QS Graduate Employability Rankings 2017.

In 2016, the latest year for which figures are available, 95% of Loughborough graduates were in employment or further study within six months of graduating, (full-time UK first degree students available for work or study).

The University is also top 10 in the UK for graduate prospects in the Guardian University Guide 2018, the Complete University Guide 2018 and the Times Good University Guide 2018.



* based on overall scores across all measures

RESEARCH AND ENTERPRISE

Loughborough is renowned for the relevance of its work, driven by society's need for solutions to real-life issues. It contributes at the very highest levels to new knowledge and understanding, helping business and industry to compete more effectively, shaping public policy and, ultimately, helping to improve the quality of people's lives.

The strengths in our academic Schools are complemented by our four Global Challenges, which help to deliver multi-disciplinary solutions to the biggest societal challenges of the day.

In the 2014 Research Excellence Framework (REF), Loughborough consolidated its position in the premier league of research universities. It is ranked 14th in the UK and 9th among universities in England for research intensity. At subject level, Loughborough has the largest concentration of world-leading research in sport and exercise sciences,

and six other subject areas feature in their national subject top ten.

With staff right across the University involved in pioneering research, Loughborough's students benefit from a vibrant research culture in which they are taught by academics at the forefront of their disciplines.

Loughborough University London is bringing benefit to local and international communities through applied research and sociocultural, interdisciplinary thinking.

We are passionate about developing a pioneering and multi-disciplinary research portfolio. We want to create a vibrant, enthusiastic and forward-thinking research community in London, where world-leading academics and talented students work closely together to discover the latest, world-leading inventions.

Fostering enterprise

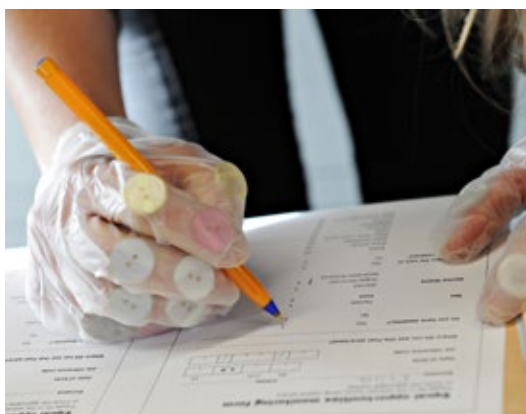
We have excellent relationships with business and public and voluntary organisations and understand their needs.

Our partnerships deliver leading-edge research and development, helping UK and international businesses and organisations to innovate, expand or boost performance.

Our partners also provide student placements and graduate positions and world-leading companies sponsor a range of bursaries and prizes. Student enterprise is at the heart of our curriculum, and The Studio – our graduate incubator – helps former Loughborough students to develop sustainable, and thriving, businesses.

Loughborough University Science and Enterprise Park, based on the Loughborough campus, enables high-tech companies, from dynamic start-ups to established global organisations, to be part of the University's dynamic innovation community.

In London we are very proud of our links with industry and partnerships. We are committed to transforming theory into practice, by offering the latest in industry knowledge and insight through a vibrant calendar of guest lectures and workshops.



STUDENT EXPERIENCE

Loughborough provides students with every opportunity to achieve their full potential – professionally, intellectually and socially.

We offer a unique experience, combining a first class education with an extensive programme of extracurricular activities, a fantastic campus environment and one of the best students' union in the country. In the Times Higher Education Student Experience Survey 2017 the University was placed 2nd and has enjoyed Britain's best student experience over the last 10 years (2007-2017).

Loughborough Students' Union

LSU plays a key part in creating the 'Loughborough Student Experience'. It is one of the only unions in the UK to be owned and managed by the students, offering a variety of support services, a packed programme of social events, and more than 150 clubs and societies, which were named 2nd in the country in the 2017 WhatUni Student Choice Awards.

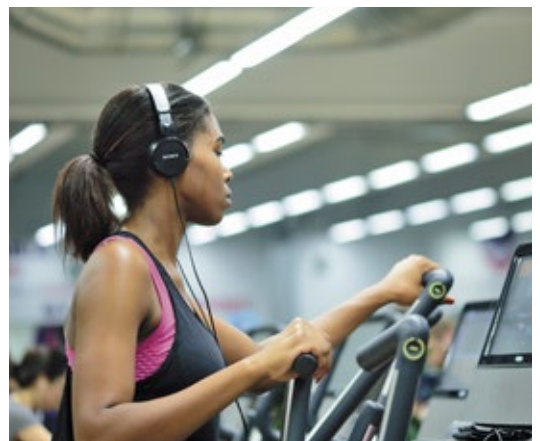
The fundraising arm, Loughborough Rag, is the most successful student fundraising organisation in the country. In 2016/17 it raised over £1 million for local and national charities. In 2016/17 LSU Action students volunteered more than 25,600 hours for good causes.

The LSU community in London offers trips across the UK, as well as a diverse range of activities and events across London.

Societies established in London include the Entrepreneurs' society, Cookery society, LSU Sport, Musicians' society and much more.

University living

In Loughborough, our halls of residence – which lie on or close to the campus and provide accommodation for more than 5,000 students – are at the very centre of student life. Our off-campus students are supported by a Community Warden scheme. Our students' affiliation with their hall also remains with them throughout their years at the University, producing an enduring community spirit at Loughborough that is unrivalled. In London we have approved a number of secure and friendly accommodation options to suit every lifestyle and budget, including accommodation in the former London 2012 athletes village.



SPORT

Loughborough is the country's premier university for sport, with an outstanding record of achievement in performance at every level and in sport's underpinning academic disciplines of exercise and health sciences.



Our students and alumni are renowned for their unrivalled sporting success. Loughborough has won the BUCS (British Universities and Colleges Sport) Championship for the last 37 consecutive years and became the first university ever to achieve over 6,000 points in the competition. Loughborough was named 'University of the Year for Sport' by The Times Good University Guide 2017, and the Best Sporting University in the World in the QS World University Rankings by Subject 2017.

Around 200 elite level athletes are currently studying or training at the University. The Loughborough Sports Scholarship programme enables the finest young athletes to excel in both their academic and sporting achievements.

On the Queen Elizabeth Olympic Park there are of course Olympic standard sports facilities on our doorstep, enabling our staff and student to be inspired by the athletes that continue to train and compete at these venues.

We also have an excellent relationship with BT Sport which includes us having access to their studios for tours, free audience tickets to some of their shows as well as internships for both undergraduates from our main campus and postgraduates from our London campus.

Some of the most celebrated names in sport – including world record breaking athlete and University Chancellor, Sebastian Coe, one of the greatest-ever Paralympians, Tanni Grey-Thompson; Olympic gold medal winning hockey goalkeeper, Maddie Hinch; and World Cup winning England rugby coach Clive Woodward – have studied at Loughborough.

Sporting excellence and opportunity

In 2016 over 80 students, graduates and Loughborough-based athletes travelled to Rio to participate in the Olympic and Paralympic Games. Loughborough athletes were a dominant force throughout, securing 12 medals in the Olympic competition, including 5 golds; and a further 22 medals during the Paralympic competition. Loughborough coaches also played a key role in the Games, with alumni guiding Team GB, Canada and Fiji to gold medals. Loughborough was also the official Preparation Camp for Team GB in the run-up to the London 2012 Olympic Games. More than 500 Team GB athletes, alongside support staff, coaches and officials visited the camp to be officially 'kitted out'.

The campus has the country's largest concentration of world-class training facilities and support services across a wide range of sports, including an indoor athletics centre, outdoor stadium and a 50m swimming pool. Bases for a number of sports are located on campus, including national performance centres for athletics and cricket.

Recreational sport is equally important and there is a popular programme of opportunities for sports enthusiasts of all levels and

abilities. The University also has the country's largest intramural hall sport programme for those students who enjoy being part of a team with an element of competition. The Sport England Higher Education Participation and satisfaction Survey 2015/16 showed that 71% of students at Loughborough University regularly participate in sport at least once a week.

Underpinned by academic excellence

The University's sporting excellence is crucially underpinned by internationally renowned teaching and research in sports science, engineering and technology.

The School of Sport, Exercise and Health Sciences is world renowned. Its work to understand the interplay between exercise and disease was recognised as part of the 2012 Olympic legacy, with a multimillion pound Government award to build the National Centre for Sport and Exercise Medicine on campus.

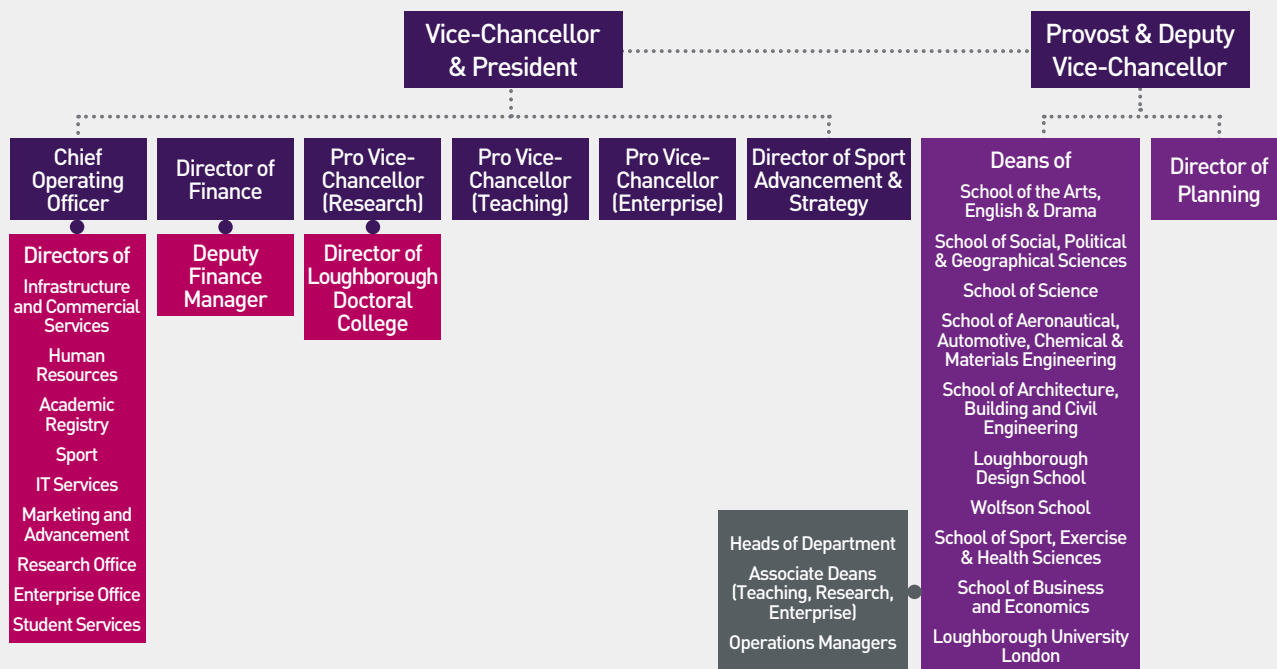
The Sports Technology Institute works with global brands, including adidas, Nike and Speedo, on the design, simulation, testing and manufacture of sporting goods. Its track record of design-led innovation and accelerating novel concepts from initial stages through to commercialisation is unparalleled.

OUR STRUCTURE

Loughborough University has 20 academic Schools and departments and more than 100 research groups, institutes and centres. In research, we also have four Global Challenges which help to deliver multi-disciplinary solutions to the biggest societal challenges of the day.

The Chancellor is the formal principal officer of the University. The day-to-day running of the University is the responsibility of the Vice-Chancellor and President, who is the academic and executive head. Professor Robert Allison was appointed as the University's eighth Vice-Chancellor in September 2012. The Chief Operating Officer, who leads the University's Professional Services is Richard Taylor. He joined the University in 2013

The Vice-Chancellor works closely with the Academic Leadership Team which includes the Provost and Deputy Vice-Chancellor, three Pro Vice-Chancellors, the Chief Operating Officer, the Director of Finance and ten School Deans. He also works closely with other senior officers.





The University Senate

The University Senate is responsible for the academic work of the University, including programmes, examinations, teaching and research quality. Its membership is drawn from the University.

The University Council

The University Council is the governing body, responsible for the University's finances, buildings and land. It is the official employer of all staff and meets several times a year. Its Chair is the Senior Pro Chancellor, Sir Peter Bonfield CBE.

Senate Committees

- Arts
- Learning & Teaching
- Prizes
- Research
- Student Discipline

SENATE

COUNCIL

Council Committees

- Audit
- Nominations
- Remuneration

Joint Senate/Council Committees

- | | | | | | | | | | |
|-----------------------------|--------------------------------|------------------------------------|------------------------|--|---------------------------------|-------------------|-------------------------------|---|-------------------------------------|
| Enterprise
(Chair PVC-E) | Ethics*
(Chair Lay Council) | Estates Management*
(Chair COO) | Finance*
(Chair VC) | Health, Safety & Environmental*
(Chair Provost) | Human Resources*
(Chair COO) | IT
(Chair COO) | Operations
(Chair Provost) | Research Performance Monitoring*
(Chair PVC-R) | Student Experience
(Chair PVC-T) |
|-----------------------------|--------------------------------|------------------------------------|------------------------|--|---------------------------------|-------------------|-------------------------------|---|-------------------------------------|

*includes lay members of Council
sub-committees not included

THE LOCAL AREA

Loughborough is a large market town, with a population of around 60,000, within the borough of Charnwood in the county of Leicestershire. It is home to the Great Central Railway, the UK's only double track, main line heritage railway, and was the birthplace of Ladybird Books.

The town is also close to some beautiful countryside. In the centre of the area is the broad flat plain of the River Soar, and to the east are the rounded rolling hills of the Leicestershire Wolds, with some of England's loveliest and most unspoilt villages. The National Forest and Bradgate Park are both close by. Bradgate Park dates from at least 1240 and has roaming herds of red and fallow deer. Its house was the birthplace and childhood home of Lady Jane Grey, who was Queen of England for nine days in 1553 and who lost her crown, and her head, to Mary Tudor, eldest daughter of Henry VIII.

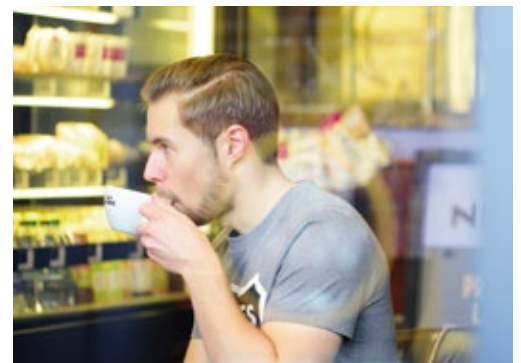
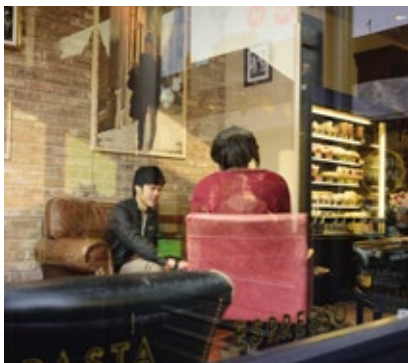
Loughborough's central location is also ideal for exploring the nearby cities of Leicester, Nottingham and Derby, which offer an array of shopping, dining and cultural attractions. Leicester boasts the National Space Centre and the King Richard III Visitor Centre – the King's skeleton was discovered in the city and now lies in Leicester Cathedral. Nottingham is home to the legend of Robin

Hood, Nottingham Castle and Sherwood Forest and was recently announced as a UNESCO City of Literature. The beautiful Peak District National Park and historic Chatsworth House are situated just outside Derby.

London has been named the best city in the world for quality of life, beating Paris and New York (PWC, 2015) Loughborough University London is at the heart of a dynamic, new community at the East side of London. The area is home to more artists, creators and makers than anywhere else in Europe.

It is not surprising that the city attracts people of all ages, from all over the world. There is an array of architectural masterworks to discover, as well as many beautiful and natural green spaces that are carefully looked after for everyone to enjoy. Artistic and creative individuals can enjoy the timeless masterpieces found at Tate Britain, the National Gallery and the Royal Academy of Arts.

To experience the best that London has to offer, you can enjoy a panoramic view of the city from the famous London Eye, standing proud amongst some of UK's most iconic buildings, including Tower Bridge, Kew Palace and the Shard.



GETTING TO LOUGHBOROUGH

Loughborough is easily accessible by road, rail and air.

The campus is less than two miles away from junction 23 of the M1 motorway. Nottingham, Leicester and Derby are all within a 40 minute drive.

London (St Pancras International) is one-and-a-half hours away by train. Birmingham is one hour and Manchester and Leeds around two hours. Loughborough station is around 10 minutes away from the campus, and a regular bus service connects the station with the University.

Coach services to UK and European destinations are available through National Express and Megabus.

There are regular scheduled flights from UK, European and international destinations to East Midlands Airport, which is only seven miles away from the University campus.

GETTING TO LOUGHBOROUGH LONDON

Loughborough University London is convenient and accessible, with easy and affordable transport connections to central London, the UK and Europe.

The University is just ten minutes' walk from Stratford International station, Docklands Light Railway (DLR), London Underground and several bus services, including National Express and Megabus.

From Stratford International Station you can get to St Pancras International Station in fewer than seven minutes. St Pancras International offers high speed rail access direct to a number of European cities including Paris and Brussels. It also provides links to the UK's major cities, including Birmingham, Manchester, Cardiff and Edinburgh. Loughborough University is just 90 minutes away.

London's major airports (City, Gatwick, Heathrow and Stansted) are between 15 and 60 minutes away, offering both international access and cheap budget flights across Europe and beyond.

HUMAN RESOURCES

The University HR team provides the highest quality of service and professional advice on all HR matters. We support the University's strategic aims, ensuring employment practice compliance. The team has operational and strategic responsibilities covering development and maintenance of policies, procedures and systems with the provision to support a range of services to managers and staff members.

Director of Human Resources

You'll join our University during a period of unprecedented success. Our approach, to recruit, retain and develop the very best people is serving us well at a time of change in the UK's higher education sector.

As Director of Human Resources you will drive and develop the success of the Service and provides the strategic leadership to ensure, through the contributions of our people, we remain successful far into the future.

You will lead a large team of professional services staff covering a range of HR Services focussed on recruiting, retaining, developing, rewarding and supporting the management of staff.

You will be an inspiring leader with a track record of success in the Human Resources area, and the professional experience to drive forward the Service and help deliver the relevant parts of the University Strategy.

Loughborough is an exceptional university. The combination of our excellent student experience, enterprising outlook, world class research and unparalleled sporting achievement gives rise to something that's truly special and distinctive among the UK's universities.

This post is based at our Loughborough campus, but will visit out London campus frequently. To submit an application or for further information, please visit www.lboro.ac.uk/join-us/DirectorHR



90% OF STAFF THINK
THE UNIVERSITY IS A
GOOD PLACE TO WORK



DIRECTOR OF HUMAN RESOURCES: THE ROLE

As Director of Human Resources you will drive and develop the success of the University's Human Resources Service and provide strategic leadership to ensure, through the contributions of our people, we remain successful far into the future.

With regular access to the Vice-Chancellor (the organisation's Chief Executive Officer) and reporting to the Chief Operating Officer, you will lead a large team of professional services staff covering a range of HR Services focussed on recruiting, retaining, developing, rewarding and supporting the management of staff.

You will be an inspiring leader with a track record of success in the Human Resources area, and the professional experience to drive forward the Service and help deliver the relevant parts of the University Strategy.

1. Job purpose:

- To lead by example the University's commitment to excellence and encourage all individuals to realise their full potential.
- To provide strategic and operational leadership of the University's Human Resources Service.
- Working with the University's senior leadership, to shape the University's HR strategies, policies and activities across all its functions.

2. Duties and responsibilities:

- Advise the University's leadership and shape the University's strategic approach to all aspects of HR including recruitment, retention, reward and development.
- To lead the University's approach to managing performance (both poor and excellent).
- To lead the Department, developing and delivering a rolling strategic development plan, designed to maintain and further develop the Department's function and output in line with University strategy.
- To take a leading role in the process of staff related appeals/grievance/disciplinary issues as required.

i. Operational service delivery:

- Ensure that an excellent HR policy and procedure framework is in place to meet the needs of the business.
- To be an integral member of the University's Professional Management Team, chaired by the Chief Operating Officer.
- To manage a team of highly professional and capable staff team in excess of 60 people, and ensure their support across the institution meets expected targets and quality.
- To ensure the organisation has effective learning and talent development plans through Staff Development.
- To receive and implement the approved departments budget, devising appropriate arrangements for the management of resource. Whilst Directors may delegate authority for the day- to-day management of budgets, they retain authority and responsibility for them at all times.

- To chair appointment panels for appointments within the Department and to serve on other appointment panels as required, including senior appointments as requested by the Provost or Chief Operating Officer.

ii. Compliance and regulation

- To ensure that statutory and regulatory requirements are met including UKVI, GDPR, pensions and employment law.

iii. Equality and Diversity

- Take a leading role in ensuring the University delivers on its strategic vision with regard to Equality and Diversity.
- Ensure an inclusive and equitable environment for all staff, students and visitors.

iiii. Other duties

- To represent the department at appropriate University decision- making bodies and present changes and proposals to relevant University bodies such as the Academic Leadership Team, and Council.
- Act as Secretary to the Remuneration Committee
- To undertake other duties as required by the Chief Operating Officer or Provost and Deputy Vice-Chancellor.
- To engage in training programmes in the University (e.g. as provided by Staff Development section), consistent with the needs and aspirations of the post holder and the University.
- To implement the University's health and safety management systems and policies and ensure effective arrangements with regard to employees, students and other individuals whilst engaged in Departmental activities.

3. Organisational responsibility:

- Reports to: Chief Operating Officer
- Responsible for all staff in the Human Resources remit, including a small number of direct line reports.

4. Other:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at:

www.lboro.ac.uk/services/hr/leave-absence/family-leave

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: www.lboro.ac.uk/services/hr/benefits/family) In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN: www.lboro.ac.uk/services/hr/athena-swan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION	<ul style="list-style-type: none">• Degree, or equivalent, in a relevant or cognate discipline (1)• CIPD qualified (MCIPD) (1)	<ul style="list-style-type: none">• Postgraduate Management qualification at Diploma or Masters level (1)• Appropriate professional status (1)
EXPERIENCE	<ul style="list-style-type: none">• Substantial experience of Human Resources strategic and operational leadership (1,2)• In-depth knowledge of labour law and HR best practice for the UK (1,2)• Experience of working in partnership with senior decision-makers with demonstrable success of building good relationships and partnerships with key influencers (1,2)• Track record of negotiating with internal and external stakeholders (1,2)• Substantial experience of medium to long term strategic planning and delivery (1,2)• Substantial experience managing staff (1,2)• Substantial experience managing budgets to planned levels of income and expenditure (1,2)• Substantial experience representing and publicising his/her organisation effectively in national and international contexts (1,2)• Experience of working within a complex, multi-disciplinary organisation (1,2)• Evidence of a commitment to promotion of Equality and Diversity (2)	<ul style="list-style-type: none">• Knowledge and experience of a Higher Education setting, including key national political issues relating to the sector (1,2)• Experience of working with Trades Union colleagues (1,2)• Evidence of successful implementation of change (1,2)• Well-networked and visible in a relevant discipline area (1,2)• Evidence of supporting high level strategic committees and their decision-making functions (1,2)• A sound understanding of the governance of universities and issues facing the UK higher education sector (1,2)• Understanding of current Visa regulations and commitment to implement changes as national policy demands (1,2)
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Interpersonal, communication and team working skills, commensurate with leading a large academic centre in a complex organisation (2)• Ability to think strategically and develop a vision for the future of HR in the context of the University's strategic direction (2)• Experience of formal consultation with excellent negotiating skills (1,2)• Ability to undertake business planning linked to the University's strategic aims (1,2)• Ability to stimulate and inspire others as reflected in HR leadership and influence beyond the department (2)	
TRAINING	<ul style="list-style-type: none">• Evidence of commitment to continuing professional development (2)• A willingness to undertake further training as appropriate and to adopt new procedures as and when required (2)	

CONDITIONS OF SERVICE

The position is full time and open ended. Salary will be on the University Grade 9 scale, and a competitive salary will be confirmed on offer of appointment. The University offers a substantial benefits package, including a pension scheme. More information can be found at: www.lboro.ac.uk/services/hr/jobs/employee-benefits

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found by visiting: www.lboro.ac.uk/services/hr/conditions-of-service

APPLICATION AND INTERVIEW

Application

Please find more information online at: www.lboro.ac.uk/join-us/DirectorHR

To apply please send a covering letter, CV and completed equal opportunities form to McLean Partnership via Loughborough@mcleanpartnership.com or call Paul Soothill on 020 3597 6400 using reference **LU/HRD**.

The closing date for applications is 5 February 2018.

Interview

We will be holding formal interviews on the **19 April 2018**.

INFORMAL ENQUIRIES

For all informal enquiries, please contact **McLean Partnership** via Loughborough@mcleanpartnership.com or call **Paul Soothill or Toby Gebbie** on **020 3597 6400** using reference **LU/HRD**.



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