

Appointment of

Deputy Director of Human Resources



Loughborough
University

Welcome

I am delighted that you are considering this opportunity to join us at Loughborough University.

I joined the organisation just over six months ago having spent 15 years in wider public service in the NHS. My simple aim as a leader is to create an environment where people can do their best work.

I must say there has never been a day when I have questioned my decision to join this fantastic organisation. I have been made to feel very welcome as I've taken my place as part of the University Leadership Group, which consists of values led professionals who are keen to deliver the best possible student experience in the UK, whilst at the same time driving sector leading research.

As one of two Deputy Directors of HR in my team you will have the opportunity to play your part in our exciting University Strategy, [Creating Better Futures. Together.](#)

The HR team has been on a transformation journey of its own following significant financial investment and a period of recruitment for new team members. You will be joining 'one team' of professionals, who have a collective desire to deliver people centred services in the here and now, whilst at the same time driving transformation to ensure our service evolves to meet the future needs of the organisation. We recently launched our first HR Strategic Business Plan which sets out our aims over the remainder of this academic year to recognise the impact of the investment that was made in the team. In this role you will be responsible for supporting the development and delivery of our future strategy

for People and Culture, as we continue to evolve our services. The task we face together is significant, but it is exciting, and it is meaningful.

I hope you will consider applying to join my team, and if you have any questions please don't hesitate to contact me for a further conversation.



M Hammonds

Matt Hammonds
Director of Human Resources



About Loughborough University

Loughborough University is a place for risk-takers. For those with the imagination and creative enthusiasm to face challenge and overcome it. The determination to work hard in pursuit of critical, incremental advances.

It's a mindset that endures long past graduation, and nurtures a worldwide community united by the understanding that better isn't born, it's earned. This makes us stand apart from other institutions. It's why we're the world's number one university for sport-related subjects in the QS World Ranking by Subject 2024. It's why we're consistently ranked in the UK top ten. It's why we regularly walk away with top awards for student experience and facilities.

[Creating Better Futures. Together](#) is our bold and ambitious strategy that will guide the University over the next decade. It sets out our purpose, our values, and our aims, recognises the impact of our actions on the world around us, and reflects the challenges we face.

It's a strategy rooted in a heritage that began with our founding in 1909 as a top-level technical college. Today, our global community of 3,800 colleagues and more than 19,000 students continue to harness the power of research, innovation and community to address global challenges. From our 523 acre campus in the East Midlands and our London campus on Queen Elizabeth Olympic Park, we operate an endeavour with an annual turnover of over £300m.

Our sense of pride is rooted in much more than the excellence of our facilities. We stand apart from other institutions in our commitment to striving to be better, and to make those small, incremental differences – the marginal gains – that improve lives, expand horizons and broaden opportunity and accessibility for all.

Our world-leading, internationally excellent research and innovation offering is testament to this. A degree from Loughborough is more than a superb qualification. It makes every graduate a part of our story, our global community, and our relentless pursuit of better.

Our strategic aims

Our operation is informed by our institutional strategy, which establishes clear, ambitious development objectives for the University, and sets out how departments, teams and individuals support achieving these.

A more ambitious research and innovation endeavour

94% of our research is classed as 'world-leading' or 'internationally excellent' in REF2021. We are striving to maintain the quality of our research output as we increase its reach and impact.

Strengthen our leadership position in education and student experience

Awarded Gold overall, in student experience and in student outcomes in the Teaching Excellence Framework 2023, #1 in University Facilities in the WhatUni Student Choice Awards 2024, and top 5 in the UK for Student Experience in the 2023 Times and Sunday Times Good University Guide. Our extraordinary campus environment is enduringly popular with staff and students alike. We want to maintain that standing while expanding and extending our offer and our learning ecosystem into and beyond our local communities.

Build a more diverse, equitable and inclusive community

In any given year, we have over 3,500 international students from across the world join the Loughborough Family. Our vision and purpose is driven by courage, empathy, collaboration, responsibility, challenge and integrity, and our dedicated Equity, Diversity and Inclusion Services team is working to embed these values throughout our institution and in the wider HE sector.

Intensify and extend our international reach and impact

Our international community of more than 18,000 alumni, donors, partners and a growing global network of research and innovation partnerships is a crucible of academic and entrepreneurial excellence that has led to breakthroughs ranging from bringing clean hydrogen energy to off-grid farming communities in Malawi to establishing a transformative global supply chain partnership with MIT.

Leverage our excellence in sport to create new opportunities across our institution

Loughborough has been ranked #1 in the world for sport-related subjects in the QS World Rankings for eight years running, and has been named The Times and Sunday Times Sports University of the Year 2025. We're building on that legacy to embed the values, spirit and insight our sporting heritage provides to support interdisciplinary research partnerships across all subject areas, while also widening access and participation to ensure our sport offer includes everyone, regardless of ability.

Develop new, meaningful partnerships in the UK and internationally

We are taking our rich network of collaborative partnerships with UK universities, organisations and businesses global. We count the NHS, adidas, MIT, Rolls-Royce, Caterpillar and Toyota among our valued partners.

Human Resources Directorate

Our Purpose

To support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience. Together

Our Vision

A diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions.

Priority Themes

Equity, Diversity and Inclusion

Work in partnership with schools and services to facilitate the University becoming more equitable, diverse and inclusive, leading on HR practices

Coach and empower leaders to create and maintain a positive and inclusive working environment where people are able to voice their differing perspectives and which generates high levels of staff engagement

Identify, challenge and address behaviours, structures, systems and processes which create barriers, contain bias and/or discriminate

Pay, Reward and Benefits

Ensure that pay, reward and benefit strategies and approaches are flexible and suitable to be competitive within the UK and international job market

Lead the facilitation of the identification of key pay, reward and benefit strategies for the University that are equitable and transparent

Establish reward and recognition arrangements which value team and individual performance and support the University's strategic ambitions

Embed EDI analysis in the development of pay reward and benefits to ensure an inclusive approach which remove bias

Performance

In partnership with Organisational Development and Change, create a culture of high performance through constant evolution and knowledge sharing where employee wellbeing is foremost

Develop leaders and frameworks to ensure that all employees know what is expected of them in terms of deliverables (what) and behaviours (how) – recognising that everyone brings a unique contribution

Deliver a suite of HR performance metrics which demonstrate the impact and value of HR practices on the overall performance of the University

Recruitment and Resourcing

Attract talented and diverse candidates across the UK and internationally through innovative candidate attraction and advertising strategies

Work in partnership with schools and services to deliver a great candidate experience for all applicants

Coach and empower leaders to adopt inclusive and accountable recruitment practices that support the University's strategic aims

Develop an employer brand to enhance our reputation as an employer of choice

Risk Management and Compliance

Provide expert advice on HR risks and liabilities raising awareness where required and support managers in balancing these risks against other organisational risks

Work with schools and services to deliver and maximise the benefits of compliance and statutory returns, e.g. HESA, UKVI, HMRC, DBS

Continue to develop and enhance contracts of employment and HR policies and procedures to ensure they are inclusive and are meeting the University's needs

Theme Enablers (which cut across each of the themes):

Climate Change and Net Zero – ensuring HR practices positively impact on the University's ambitions around climate change and net zero

Continuous Improvement and Development – continually striving to improve and develop, in partnership with other services e.g. Organisational Development and Change

Data and Systems Informed Thinking – ensuring the maximum and best use of data systems for delivery and to drive data informed thinking, specifically focusing on equity, diversity and inclusion

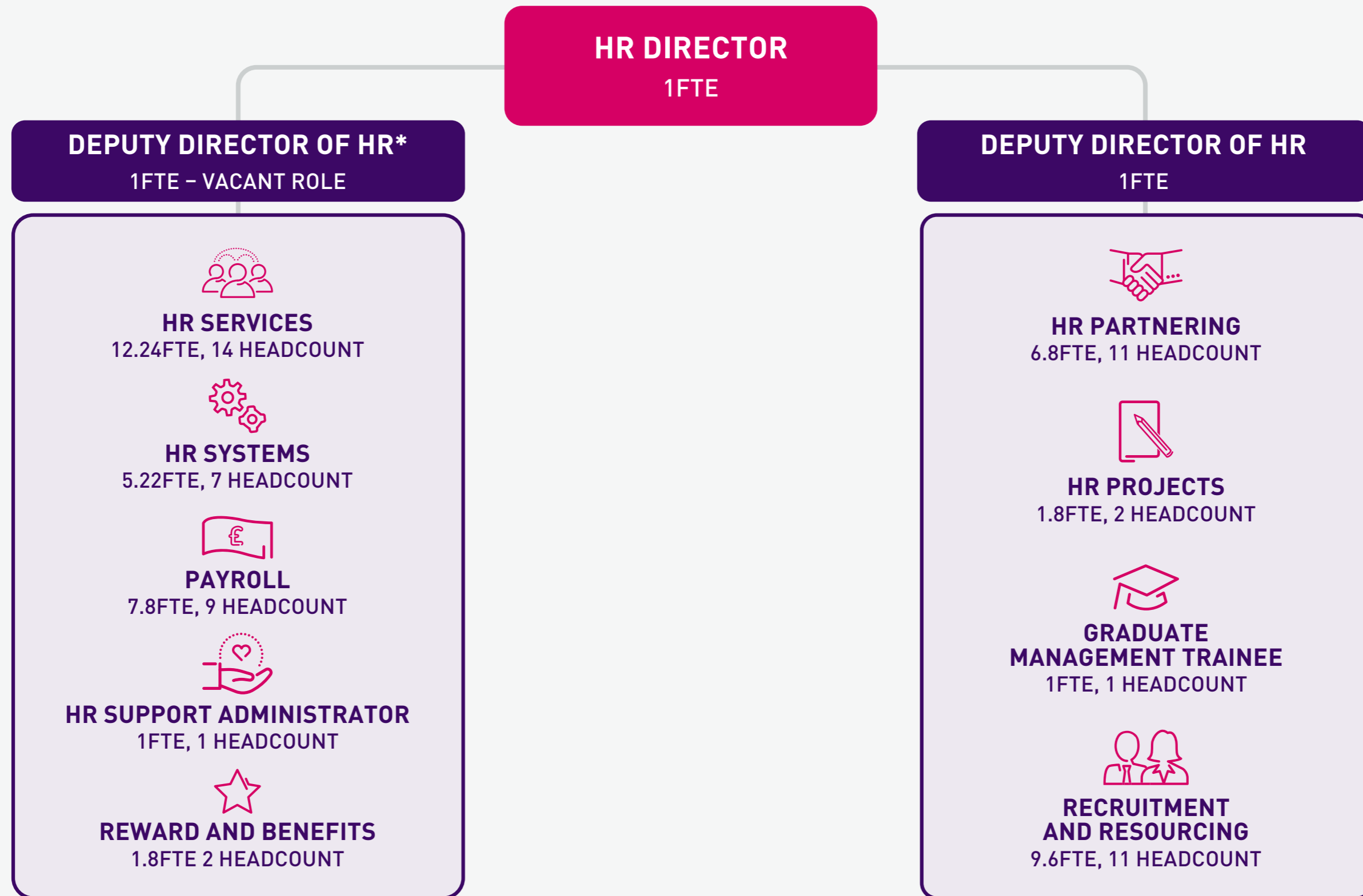
Innovation – developing positive employment cultures through being adventurous and creative

Well-being – embedding consideration of people's wellbeing at the heart of the employment experience and inclusive employment

Our structure

HEADCOUNT FIGURE

As an overall department we are team of 50.26FTE and headcount of 61.



*Deputy Director of HR, will be responsible for HR Operations and as whole this is 29.06 FTE and headcount of 33

Our people

Loughborough University is a place for risk-takers. For those with the imagination and creative zeal to face and overcome challenge. The determination to work hard in pursuit of critical, incremental advances. It's a mindset that endures long past graduation, and nurtures a worldwide community united by the understanding that better isn't born, it's earned.



48,000

applications were made for around 6,000 undergraduate and postgraduate taught places in 2023/24



19,500

students from 130 different countries.



3,500

of our students on campus are international.

Our students

Student numbers 2023/24 UK/EU and international

Undergraduate	15,200
Postgraduate taught	2,600
Postgraduate research	1,250
Further education	150
Other (including temporary exchange and staff research)	300

Our alumni

Loughborough University has a global community of 200,000 graduates.

£6 million has been donated by alumni and friends of the University over the last three years.

Our staff

Staff numbers (December 2023)

Administrative, management and specialist staff	1,400
Researching, teaching, enterprise, specialist and supporting academic staff	1,400
Operational and technical staff	1,000

We have 3,800 members of staff. 20% of whom are international.



3,800

staff, Loughborough's biggest employer.



We have received the **Race Equality Charter Bronze Award** that recognises we are beginning our journey to advance race equality

Our collaborations

The University works with organisations worldwide, exchanging knowledge to drive innovation, boost performance and meet current and future challenges.

Loughborough's strategic partners include:

adidas
volume.lboro.ac.uk/winning-its-all-about-teamwork

Joseph Rowntree Foundation
www.lboro.ac.uk/research/crsp

Caterpillar Innovation and Research Centre
www.lboro.ac.uk/caterpillar-irc

Leicester Biomedical Research Centre
www.leicesterbrc.nihr.ac.uk

National Centre for Sport and Exercise Medicine
www.ncsem-em.org.uk

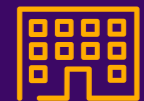
Rolls-Royce University Technology Centre
www.lboro.ac.uk/rolls-royce-utc

SportPark
www.LUSEP.co.uk/sport-park

The Manufacturing Technology Centre (MTC)
www.the-mtc.org

National Football League Academy
www.nflacademy.com

West Ham United Women
www.whufc.com




90


tenant partners are based on Loughborough University Science and Enterprise Park (LUSEP)

Our achievements

We successfully combine a world-leading research endeavour with arguably the UK's best student experience. We are home to the world's foremost academic-led elite sport ecosystem, an outstanding estate and longstanding partnerships with enterprise.



OUR LONDON CAMPUS
OPENED IN 2015
AND HOME TO 800+
POSTGRADUATES




INTERNATIONAL
QS STARS SCHEME
2023
**FIVE STARS PLUS
INSTITUTION**
- ONE OF ONLY
20 WORLDWIDE



QS WORLD
UNIVERSITY RANKINGS
BY SUBJECT 2024
**BEST UNIVERSITY
IN THE WORLD FOR
SPORTS-RELATED
SUBJECTS**



THE TIMES AND SUNDAY
TIMES GOOD UNIVERSITY
GUIDE 2025
**TOP 3 FOR
STUDENT
EXPERIENCE**



LSU ACTION
AWARDED
**QUEEN'S PLATINUM
JUBILEE AWARD**
FOR SUPPORTING LOCAL
COMMUNITY (2022)



BRITISH UNIVERSITY
AND COLLEGE
SPORT CHAMPIONS
**43 YEARS
IN A ROW**




**OVER
£20M**
**RAISED THROUGH
LOUGHBOROUGH
STUDENTS' UNION
RAG**




TIMES HIGHER
EDUCATION IMPACT
RANKINGS 2023
**1ST IN UK AND 15TH
GLOBALLY FOR
ADVANCING
AFFORDABLE AND
CLEAN ENERGY**



TEACHING EXCELLENCE
FRAMEWORK 2023
**AWARDED GOLD
OVERALL,
GOLD FOR STUDENT
EXPERIENCE AND
GOLD FOR STUDENT
OUTCOMES**



AWARDED
**SEVEN QUEEN'S
ANNIVERSARY
PRIZES**
FOR THE QUALITY OF
OUR RESEARCH



GREEN FLAG AWARDS
SINCE 2018
**ONE OF THE
NATION'S BEST
GREEN SPACES**



WHATUNI STUDENT
CHOICE AWARDS 2024
**1ST FOR
UNIVERSITY
FACILITIES**



THE COMPLETE
UNIVERSITY GUIDE
2025
**RANKED 6TH
OUT OF 130 UK
UNIVERSITIES**



Our staff networks

The University has a number of [staff networks](#) which enable colleagues to support each other, discuss issues within our community and wider society, and contribute to future strategic developments at the University.

Age Appreciation Group

Open to staff of any age, the group champions age diversity. The Group is currently seeking a new Chairperson to lead the development of a strategy that promotes the university as a great place to work for all ages.

Race, Ethnicity and Cultural Heritage (REACH)

The group raises awareness of race and cultural issues and is a forum to raise the profile of black and ethnic minority cultures on campus.

Staff Inclusivity Group

The Staff Inclusivity Group is committed to achieving equality for all those who work across both campuses. We aim to ensure that the University demonstrates a fair and supportive environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of disability, including mental health difficulties and neurodivergent differences.

We are proud to support our diverse community and wish to encourage and celebrate its full contribution to a University life where all colleagues are treated equally and with respect.

Part-time Staff Group

An informal support network for people who currently work flexibly or on a part time basis, or who would like to do so in the future.

LGBT+ Staff Network

The LGBT+ Staff Network encompasses staff that identify as LGBT+ and those who are allies. The Network has monthly meetings where staff highlight LGBT+-related issues, organise events and campaigns for awareness and celebration, and offer a space to ensure that LGBT+ staff are represented, supported, valued and have a structure through which they can instigate change. Our current priorities are to: work with colleagues to facilitate a systemic and structured audit of LU structures, processes and experience of LGBT+ staff (Stonewall Workplace Equality Index); implement recommendations from the audit; and create and publicised proactive policies for trans and non-binary staff.

Maia

Maia is the Loughborough University Women's Network. Maia unites women staff and Doctoral Researchers, including trans women and non-binary people comfortable in a female-centred community, across Schools, Professional Services and Loughborough Students' Union. Maia seeks to make change happen across the University by providing an inclusive community and networking opportunities, creating meaningful, impactful events and initiatives, and delivering and advocating for change to progress gender equity at Loughborough.

International Staff Group

The network supports the development of a fair and supportive environment that provides equality of opportunity and freedom to international staff.

Working Parents and Carers' Network

For all staff who have, or who have had, parental or caring responsibilities, this network provides a forum for support, sharing experiences and raising issues relevant to working families. We are an informal group which aims to offer a community for working parents and carers, and which also seeks to influence university policies and practices which impact on our members.

Armed Forces Network Group

Open to those staff, and their family members, who have served in the Armed Forces. The University is a signatory to the Armed forces Covenant and has pledged to treat with fairness and respect those who serve or who have served in the Armed Forces, and their families. Our Armed Forces Network provides a forum and support group for staff and students who are Military Reservists, Veterans and their family members. The University promotes itself as an armed forces institution with HR policies that support the recruitment of veterans and their families. Our contribution was recognised with a Silver award in the 2021 Defence Employer Recognition Scheme.

Staff 2000 Network

The Staff 2000 Network provides opportunities for staff at grades 1-5 to have their voices heard and to raise any issues and concerns. It is facilitated by a group of committed colleagues who will offer practical help and support to staff who would like to be involved in running the network.

The Staff 2000 Network aims:

To create a network specifically for, and led by, staff in Operational, Administrative and Technical job families.

To develop better engagement, that builds trust and respect, and inspires us all.

To hear the issues and concerns of staff from these grades and an opportunity to address any concerns.

To empower you and give you space to work together and develop ideas.

Early Careers Staff Network

The Early Careers Staff Network strives to promote a culture of ongoing professional development and support for staff members who are new to their career in higher education.

Aims of the network are to:

Provide an informal and supportive space for Early Careers staff from across the University to meet, share experiences and socialise.

Provide opportunities for members to learn from their peers, professionals in the industry and other network groups both internal and external to the University.

Signpost resources and training, development and mentoring opportunities. delivering and advocating for change to progress gender equity at Loughborough.



University governance

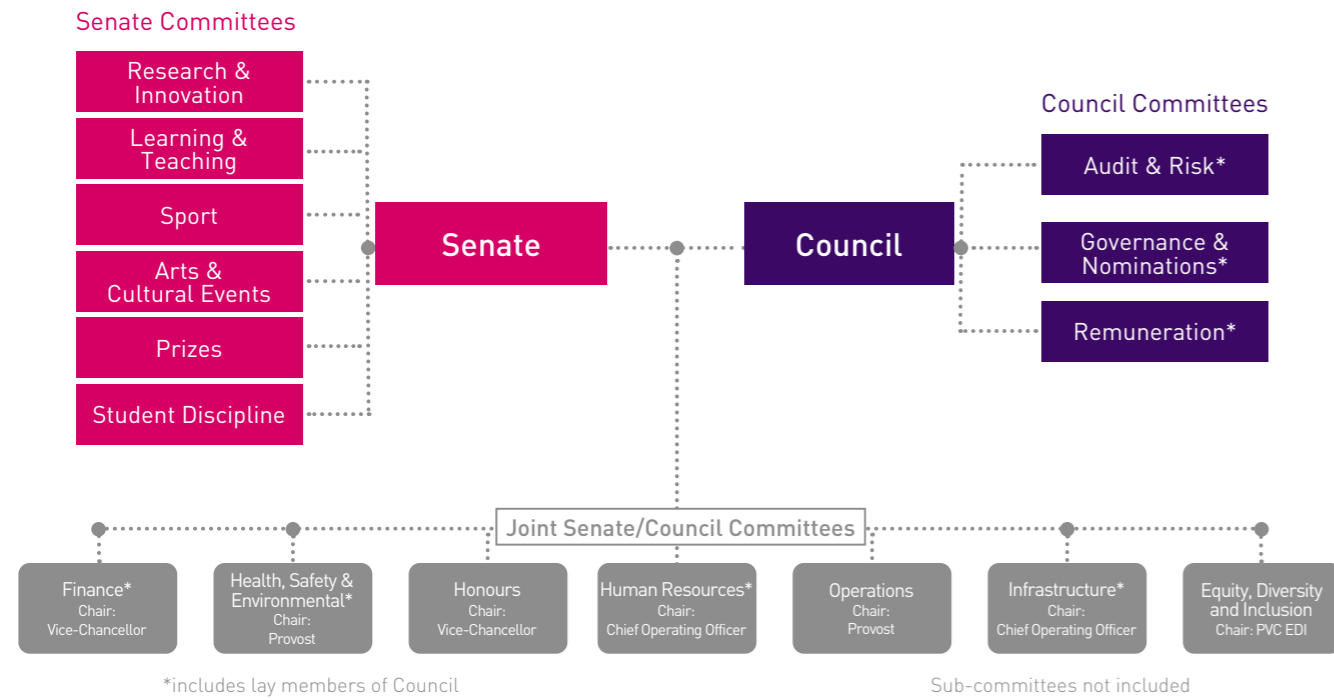
The University Senate

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.

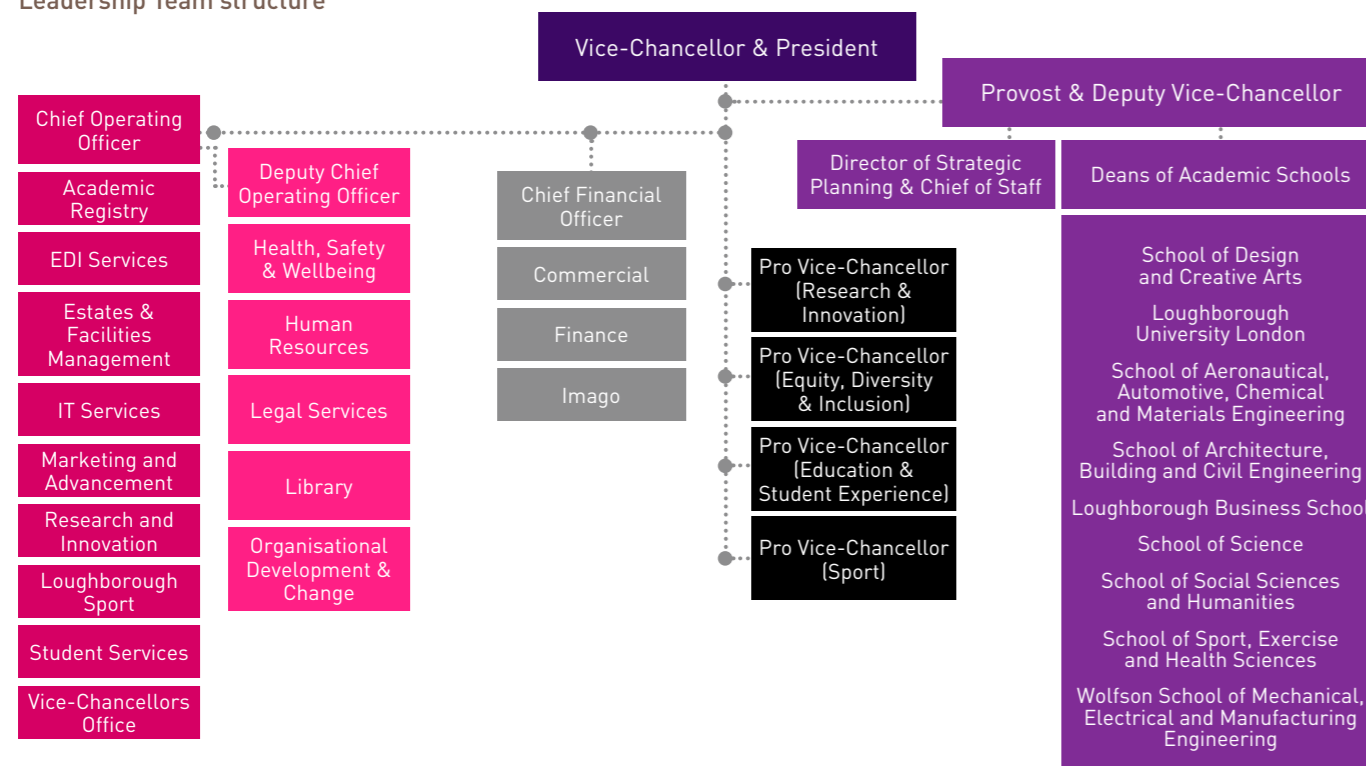
The University Council is the governing body, responsible for the University's finances, buildings and land. It is the official employer of all staff and meets several times a year. Its Chair is the Senior Pro Chancellor, Christine Hodgson CBE.

The University Council

Senate & Council structure



Leadership Team structure



The role

Work as a member of the HR Executive Leadership team in a collaborative way to deliver a high quality, progressive, equitable and inclusive employment services in support of the University's mission and strategy.

Provide strategic leadership to the University and the Department in relation to HR operations and services, ensuring development and delivery of the HR Strategic Business Plan.

Job Duties

- Support the Director of HR in shaping the University's strategic approach to all aspects of HR operational activity. Deputise for the Director of HR where required.
- Lead the HR Services team, HR Systems and Data team, and Pay and Reward team ensuring resources are appropriately allocated and colleagues are developed and motivated appropriately, driving continuous improvement at all times
- Implement practices, policies and processes within the HR department that drives the new ways of working forward and supports net zero ambitions, e.g. office environment, file digitisation
- Lead the strategic review and reimplementation of iTrent, coordinating the implementation of changes to improve service levels and processes in an efficient, effective and timely manner
- Ensure that the HR department provides a seamless, consistent and solution focused service to its stakeholders
- Lead for the department in respect of regulatory compliance and adherence to departmental plans
- Ensure that all practices within the department are informed by data and systems thinking, maximising the use of data and systems appropriately
- Provide strong and consistent leadership to the HR department and wider institution
- Liaise and negotiate with trade union representatives on individual and collective employment issues
- Maintain oversight of relevant HR policies and procedures ensuring they are fit for purpose and legally compliant
- Ensure that all HR activities have equity, diversity and inclusion embedded in them, promoting the ambitions of the EDI core plan
- Manage HR operational budget ensuring efficiency and the best use of capacity and resource
- Leadership role in People and Culture
- Any other reasonable duties assigned by the Director of HR

Points to Note

- The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

- 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 and Procedures.
- All staff should hold a duty and commitment to observing the [University's commitment to Equity, Diversity and Inclusion](#) and duties must be carried out in accordance with this.
- Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion, and, where appropriate, Recruitment and Selection.

Organisational Responsibility

- Reports to Director of Human Resources.

Person profile

AREA	ESSENTIAL CRITERIA
Experience	<ul style="list-style-type: none"> Substantial experience at a management level of working in an HR department, focusing on HR Services and HR Systems Substantial experience of working in HR in a large, complex organisation Significant experience of managing a large and diverse team Substantial experience of leading HR operations Substantial experience of ensuring equitable and inclusive HR operations Experience of operational delivery and providing customer service Experiencing of working with and negotiating with unions
Skills and abilities	<ul style="list-style-type: none"> Proven ability to work under pressure and on own initiative to meet deadlines Excellent organisational skills to manage a large and varied workload Up to date and comprehensive knowledge of employment law Proven ability to communicate effectively with people in all parts of the organisation and build strong relationships quickly Ability to think at a strategic level to be able to shape and implement HR strategies which support the University's ambitions Strong coaching and influencing skills Ability to manage conflict in the workplace Commitment to equity, diversity and inclusion
Qualifications	Degree level education or equivalent experience Chartered member of the CIPD

AREA	DESIRABLE CRITERIA
Experience	Experience of working in higher education
Qualifications	Chartered fellow of the CIPD

Conditions of service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist Grade 8, 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 [HERE](#)

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found by visiting [HERE](#)

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 [HERE](#)

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 [HERE](#)). 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. More information on Athena SWAN can be found [HERE](#)

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.

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.

Application and interview

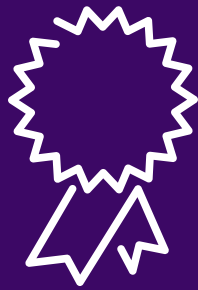
Application

The closing date for applications is Monday 31st March 2025.

Informal enquiries should be made in the first instance to [Alison Brumell A.Brumwell1@lboro.ac.uk](mailto:Alison.Brumwell1@lboro.ac.uk) PA to Matt Hammonds, Director of HR.



This publication is available in other formats. Please email Visual.Identity@lboro.ac.uk and quote reference 88125 to request a copy suitable for your needs.



**CONSISTENTLY
RANKED AS A UK
TOP TEN UNIVERSITY**
THE COMPLETE UNIVERSITY
GUIDE 2017-25