



JOB DESCRIPTION

POST TITLE	: Director of People and Central Services
SCALE	: Manager SCP 24-29
SALARY	: £84,822 –£91,688
RESPONSIBLE TO	: Principal/Chief Executive Officer
CLOSING DATE	: 5.00pm, Monday 20 April 2026
INTERVIEW DATE	: Tuesday 28 April 2026

Main Purpose of the Post

To provide strategic leadership for the College's people agenda, shaping culture, capability, organisational design and workforce planning to deliver outstanding outcomes for learners. The postholder will also provide senior leadership for Central Services and Management Information Systems ensuring high-quality, customer-focused, compliant and efficient services that enable teaching, learning and business performance.

Scope/Leadership

- Senior Manager and key member of the College's Senior Leadership Team.
- Accountable for organisational culture, leadership development, employee relations, reward, HR operations, people analytics, workforce strategy and organisational development and EDIB agenda.
- Line management responsibility for the Head of HR, Head of Central Services, Head of Management Information Services functions (as defined by the College).
- Acts as a strategic adviser to the Principal/CEO and Corporation on people, culture, organisational risk and workforce sustainability.

Responsibilities

1) Strategic People Leadership

- Develop and deliver a **People Strategy** aligned to the College's strategic plan and improvement priorities.
- Lead cultural development, values and behaviours, staff engagement, and change management to support sustained improvement.
- Provide expert, evidence-based advice on complex people matters, organisational capability and workforce risk.

2) **Organisational Development (OD) & Workforce Planning**

- Lead workforce planning, succession planning and talent management, ensuring the College has the right capacity and capability for current and future needs.
- Oversee leadership and management development programmes; embed high-performing leadership behaviours and accountability.
- Drive organisational design and transformation activity to improve efficiency, clarity of roles, and service delivery.

3) **Employee Relations, Policy & Compliance**

- Ensure robust employee relations, casework governance and consistent application of policy (discipline, grievance, capability, attendance, restructure, redundancy).
- Maintain compliance with UK employment law, safeguarding-related safer recruitment, equality legislation, and sector expectations (e.g., governance standards).
- Develop and maintain HR/people policies, ensuring they are current, accessible and embedded in practice.

4) **Reward, Performance & Wellbeing**

- Lead pay and reward strategy (job evaluation, benchmarking, pay structures where applicable) to attract and retain talent while ensuring affordability and fairness.
- Oversee performance management and appraisal frameworks that strengthen accountability and professional growth.
- Lead wellbeing strategy, attendance management and proactive interventions to reduce absence and improve staff experience.

5) **People Data, Insights & Reporting**

- Working with the data team develop people analytics and reporting (KPIs, dashboards, trends) to support decision-making and provide assurance to senior leaders and governors.
- Use evidence to drive improvement in recruitment outcomes, retention, performance, engagement and productivity.

6) **Central Services Leadership (in addition to the people remit)**

- Provide strategic leadership and line management for Human Resources, Central Services and Management Information Services driving service standards, customer experience, compliance, performance and continuous improvement.
- Ensure Central Services support the College's core mission, operate efficiently, and deliver value for money.
- Establish clear service expectations, KPIs, and improvement plans across Central Services areas.

7) **Governance, Risk & Assurance**

- Contribute to strategic risk management, ensuring people and central-services risks are identified, mitigated and monitored effectively.
- Prepare high-quality reports for SMT/Executive and Corporation committees as required.

- Lead relevant audits/assurance activity and ensure timely completion of actions.
- 8) **Stakeholder leadership**
- Build strong partnerships with curriculum leaders, trade unions/employee representatives, governors, external agencies and sector networks.
 - Represent the College professionally, promoting a positive employer brand and strengthening community trust.

Key Relationships

- Principal/CEO, Executive/Senior Leadership Team, Corporation members
- Central Services leads/managers
- Trade unions / staff forums
- Curriculum and Quality leaders
- External partners (HR networks, recruitment partners, legal advisers, sector bodies)

Safeguarding, Equality and Values

- Promote safeguarding culture and ensure safer recruitment practices are embedded.
- Champion equality, diversity and inclusion and ensure compliance with statutory duties.
- Model the College's values and behaviours consistently.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Director of People and Central Services

QUALIFICATIONS		Essential/ Desirable	To be identified by:
1	CIPD qualified (Level 7 or equivalent) and/ or Chartered Member/Chartered Fellow of CIPD.	E	Application form
KNOWLEDGE/SKILLS			
1	Strong working knowledge of UK employment law, equality legislation and HR best practice.	E	Application form/Interview
2	Ability to operate credibly at Board/Corporation level, including producing clear reports and providing assurance.	E	Application form/Interview
3	Excellent influencing and stakeholder management skills; able to build trust while holding boundaries and driving standards.	E	Application form/Interview
4	Strong commercial/financial awareness (workforce cost control, establishment planning, value for money).	E	Application form/Interview
EXPERIENCE			
1	Significant senior leadership experience in HR/ People at strategic level, with evidence of shaping and delivering an organisational People Strategy.	E	Application form/Interview
2	Proven track record of leading organisational change, OD and culture programmes.	E	Application form/Interview
3	Demonstrable experience of leading complex employee relations matters and delivering consistent, legally compliant outcomes.	E	Application form/Interview
4	Experience of leading managers and building strong, accountable teams.	E	Application form/Interview
5	Experience of using people data/analytics to inform decision-making and measure impact.	E	Application form/Interview

6	Senior people leadership experience within FE/HE/ public sector or another regulated environment.	D	Application form/Interview
7	Experience of job evaluation, pay frameworks, and large-scale recruitment/retention strategies.	D	Application form/Interview
8	Experience supporting safeguarding governance through safer recruitment, training and culture.	D	Application form/Interview
9	Project/programme management qualification or equivalent experience.	D	Application form/Interview

CENTRAL SERVICES LEADERSHIP (additional remit)

1	Proven ability to lead multi-disciplinary service functions, set performance expectations and drive improvement (even if functions differ from your previous role).	E	Application form/Interview
2	Strong operational capability—ability to establish service KPIs, review performance and implement improvement plans.	E	Application form/Interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	A commitment to ongoing professional updating	E	Application form/Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/Interview



STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*