



UNIVERSITY OF
PORTSMOUTH

CANDIDATE APPLICATION PACK

DEPUTY DIRECTOR OF HR
(PEOPLE SERVICES)



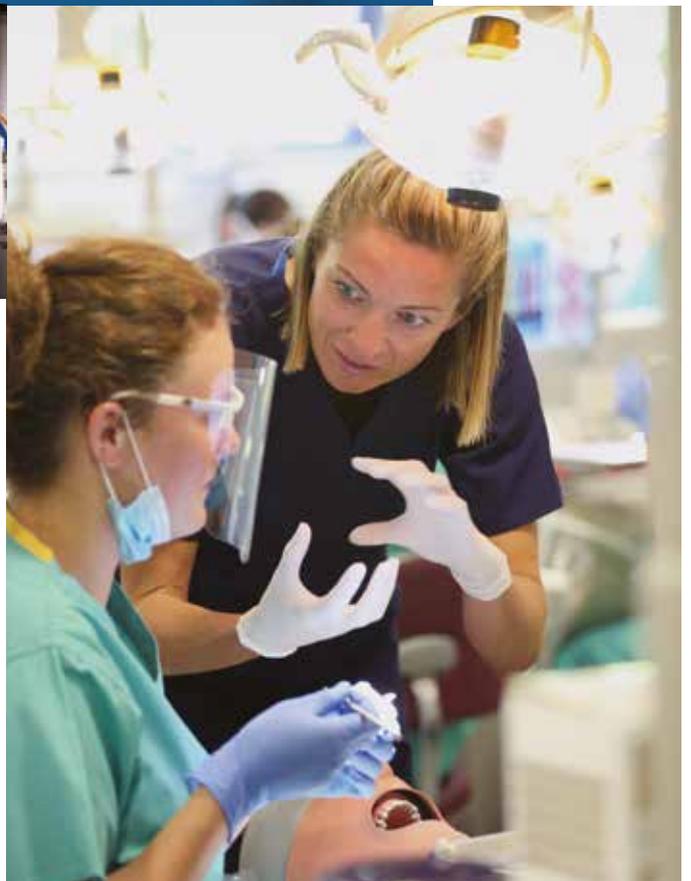
NO.1
in the UK for 2000th
graduate cohort
(The Economist 2017)

**TOP
40**
in The Guardian
University Guide 2018



96.5%
of GRADUATES WORKING
or FURTHER STUDY
(DLHE 2016)

port.ac.uk



WELCOME FROM PETER BROOK, DIRECTOR OF HR

STRENGTHENING OUR STRATEGIC CAPACITY IN HUMAN RESOURCES

THANK YOU FOR YOUR INTEREST IN THE ROLE OF DEPUTY DIRECTOR OF HR (PEOPLE SERVICES) AT THE UNIVERSITY OF PORTSMOUTH.

You find us at an exciting stage in our development. We've defined a new vision that maps out our ambitions as a leading modern university. Key to that vision is supporting and developing our people to deliver an excellent student experience, inspirational education and world-class research and innovation.

The University Strategy requires sustained culture change with many HR challenges. Our University Executive Board is committed to building our strategic HR capacity and transforming HR operations in order to deliver this challenging and ambitious agenda.

The HR function at Portsmouth is at the heart of strategic change. As a member of the University Executive Board, I report directly to the Vice-Chancellor. Our approach to business partnering is highly regarded and our employer brand is strong and developing.

The post of Deputy Director of HR (People Services) has been redefined as part of a recent strategic HR review and is a key senior leadership role with accountability for the provision of an excellent HR service and the creation of a true 'hub' for all HR transactional activity. We aspire to reflect best practice with streamlined processes that enable self-service and deliver business benefits from our systems along with a commitment to quality and high performance.

Working in partnership with the Deputy Director of HR (Organisational Development) you will grow recruitment as a value added function to support talent management and drive the transformation of our service delivery ensuring that we work effectively and efficiently to deliver the People Strategy, aligned to the University Strategy, vision and values.

The role is a tremendous opportunity for someone who is change oriented and has the drive and leadership experience to add value and strategic focus to a busy and committed team and you'll find the University of Portsmouth the perfect environment to achieve great things.



Our bustling and diverse island city has a strong maritime heritage, brought up to date by sporting and cultural events such as the Great South Run and Victorious Festival. As a place to live, Portsmouth offers a stimulating environment that's perfect for career and lifestyle.

I very much look forward to reading your application.

Best wishes,

A handwritten signature in black ink that reads "Peter Brook". The signature is written in a cursive, slightly stylized font.

Peter Brook
Director of Human Resources

THE UNIVERSITY OF PORTSMOUTH

WORK AT ONE OF THE
TOP 40 UNIVERSITIES
IN THE UK

TOP 100

NEW UNIVERSITIES IN THE
TIMES HIGHER EDUCATION
YOUNG UNIVERSITY
RANKINGS 2017

NO.1

IN THE UK FOR
BOOSTING GRADUATE
SALARIES

The Economist 2017

GOLD RATED FOR TEACHING EXCELLENCE



5★

RATING FOR TEACHING,
EMPLOYABILITY
AND FACILITIES

QS World University Ranking 2017



22,000

STUDENTS, INCLUDING 4,000
INTERNATIONAL STUDENTS
FROM OVER 130 COUNTRIES



2,600 +

UNIVERSITY
STAFF

THE HUMAN RESOURCES DEPARTMENT

THE HUMAN RESOURCES DEPARTMENT COMPRISES 70 MEMBERS OF STAFF SUPPORTING MORE THAN 2600 MEMBERS OF ACADEMIC AND PROFESSIONAL STAFF ACROSS THE UNIVERSITY.

KEY HR FUNCTIONS:

The **HR Service Centre** is the main point of contact for recruitment and HR administration for all University staff and managers, providing advice and guidance and administrative support for all HR policies and procedures.

Our **HR Systems & Improvement** team maintain and develop the University's HR systems, ensuring the quality of data and the effective use of the HR System, produce management reports from system data, undertake process improvement and provide HR systems advice and guidance.

The University's **Occupational Health Service** provides advice to individuals and managers on work related health problems and health problems that can affect work. The Occupational Health team includes one full-time Occupational Health Manager and five part-time Occupational Health Nurses.

The **Reward and Benefits** team's responsibilities include role analysis, pay and reward, benefits administration including pensions, employee relations and management information reporting.

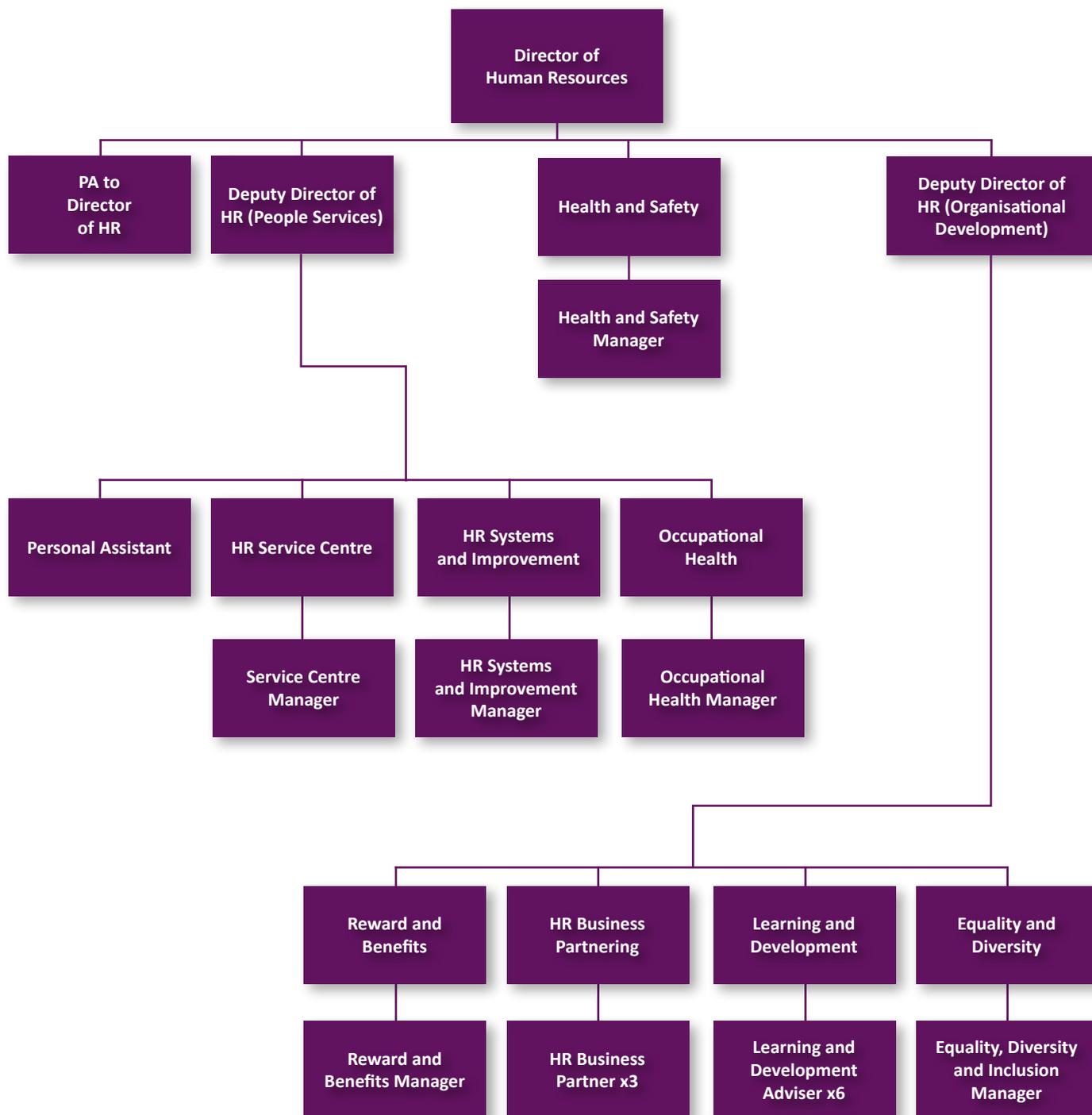
Our **Learning and Development** team run programmes and work with Faculties and Professional Services to provide advice and guidance relating to Leadership, Management and Staff Development interventions.

The **Health and Safety Office** advise and assist the Governors of the University and the University Executive Board in carrying out their legal and moral responsibilities in relation to the health, safety and welfare of staff, students, contractors and members of the public.

The **Equality and Diversity** team oversee policies, guidelines and objectives, producing comprehensive reports on the University's performance and priorities regarding equality and diversity covering both staff and students. The University holds the Athena SWAN Institutional Bronze Award.

The **HR Business Partnering** teams provide professional guidance and support for individuals and managers on all HR policies and procedures across the University, with each team supporting different Faculties and Professional Services. They also provide advice on employment solutions and best practice / legislative advice.

HR ORGANISATIONAL STRUCTURE*



* Effective from January 2018

THE ROLE

THIS IS A KEY SENIOR LEADERSHIP ROLE WITH ACCOUNTABILITY FOR THE PROVISION OF AN EXCELLENT HR SERVICE AND THE CREATION OF A TRUE 'HUB' FOR ALL HR TRANSACTIONAL ACTIVITY REFLECTING BEST PRACTICE WITH STREAMLINED PROCESSES AND A COMMITMENT TO QUALITY AND HIGH PERFORMANCE.

A key purpose is to support and enable the University Strategy and the People Strategy, leading on HR service and systems transformation, ensuring that all transactional services are delivered in an effective and efficient way with clearly defined points of contact for all operational services.

To ensure the provision and continued development of an expert, professional, highly skilled and customer focussed HR service with direct responsibility for:

- HR Operations and Service Delivery, including Recruitment
- HR Systems
- HR Business Improvement
- HR Reporting and Compliance
- Occupational Health

WORKING RELATIONSHIPS

- Director of Human Resources
- Deputy Director of HR (Organisational Development)
- HR Service Centre Manager
- HR Systems and Improvement Manager
- Occupational Health Manager
- Other members of HR Board
- Members of the University Executive Board (UEB)
- Faculty Managers
- Heads of Professional Services
- Heads of Academic Departments
- Payroll Manager
- Procurement Manager
- Project Managers and business analysts
- System suppliers
- Governors of the University

KEY RESPONSIBILITIES:

1. In partnership with the DHR and DDHR (OD), drive the strategic objectives of HR aligned with the People Strategy and in accordance with the University Strategy, vision and values.
2. Develop and lead an effective and efficient HR service delivery function (HR Service Centre and HR Systems and Business Improvement) that meets the needs of internal customers and provides consistent advice, guidance and support and enables and promotes self-service.
3. Responsible for the provision of a service to deliver recruitment, contracts, events coordination and other HR transactions (including potentially first point of contact for casework) through the HR Service Centre.
4. Ensure the effective use and development of HR systems supporting a streamlined HR service, satisfying the reporting requirements of the University (including statutory reporting requirements) and exploring the scope for further system integration to develop the quality of management information.
5. Lead the continuous review of systems and processes, prioritising development activity with clear timelines and implementation plans and quantifiable goals, eg online provision of services, reduced costs of transactional delivery and transfer of resource to value added activity.
6. Working in partnership with DDHR (OD), ensure the effective operationalisation of HR policies and procedures through the Service Centre with the consistent provision and application of policy advice and training for team members to support their ability to guide on policies and ensure the consistent application of contractual terms.
7. Build the recruitment service in partnership with client areas to reflect best practice, promote the employer of choice brand, coordinate the use of search and selection and develop the use of social media
8. Develop and deliver an effective and efficient Occupational Health service which meets the strategic aims of the University and service users.
9. Lead the strategic and financial planning process for the HR department, including the management of the HR budget, resource planning and submissions to the Executive Planning Group, working with DHR and DDHR (OD).
10. Ensure the development and implementation of the departmental Service Plan, in conjunction with the HR Board.

11. Develop and establish performance indicators and HR service level agreements, measuring the effectiveness with which HR services meet the needs of stakeholders, aligned to delivery of the People Strategy as part of continuous performance improvement across the HR function.
12. Ensure ongoing compliance with relevant regulatory and statutory bodies including responsibility for the management of HR information and data and provision of the HR response to internal and external audits
13. As part of the senior HR leadership team, to ensure that HR's priorities and activities are in alignment with the University's strategic needs, to help lead and coordinate the operation of the HR Board, to ensure effective communication within the HR function and to build a 'one HR' culture, promoting and demonstrating effective collaborative working.
14. Provide professional HR advice to senior colleagues, within and external to HR, where necessary acting as adviser to the Vice-Chancellor, other members of the University Executive Board and the Human Resources Committee of the Board of Governors.
15. Provide leadership, feedback and team engagement through the regular conduct of Performance and Development Reviews and the coaching, career development and performance management of colleagues as appropriate.
16. Promote a culture within the department of equality, dignity and respect with zero tolerance of bullying or harassment.
17. Responsible for assessing and managing risk within the scope of the role, in line with the University's Risk Management Policy and to escalate matters where necessary.
18. Accountable and responsible for health and safety as defined in the Health and Safety Policy.
19. Deputise for DHR and DDHR (OD) and undertake such other duties as may be reasonably required by the Director of Human Resources.



PERSON SPECIFICATION

No	Attributes	Rating	Source
1.	Specific Knowledge and Experience		
	Experience of HR management at a senior level in a large, complex, customer-focused environment.	E	AF/S
	Experience in leading HR transformation and establishing and running effective HR operations and processes.	E	AF/S/P
	Experience of developing a proactive service-oriented culture, appropriate for meeting the multiple demands of a values-led institution committed to academic excellence.	E	AF/S/P
	Knowledge and understanding of the application of best HR practice.	E	AF/S/P
	Experience of managing significant change within a complex HR environment	E	AF/S/P
	Knowledge and understanding of compliance and regulatory issues affecting the HR function, including UKVI.	E	AF/S/P
	Knowledge and understanding of the deployment of HR systems to support the organisation's business processes	E	AF/S/P
	Experience of substantial budget management.	E	AF/S/P
	Experience of using technology solutions to improve efficiency and effectiveness	E	AF/S
	Experience of creating and managing cross-functional teams	E	AF
	Experience of leading business process improvement while building staff capability.	E	AF
	Knowledge and understanding of Occupational Health requirements and employer responsibilities.	E	S/P
	Experience of aligning performance measures and service level agreements to strategic needs.	D	AF
2.	Skills and Abilities		
	Ability to align HR service delivery with HR policy and values	E	AF/S/P
	Strong change orientation with the ability to engage and influence others in change	E	AF/S/P
	Commitment to excellence in the provision of service delivery, underpinned by effective management skills	E	AF/S/P
	Change and project leadership capability	E	AF/S
	Ability to communicate effectively with a range of key stakeholders, including external suppliers and to communicate verbally and in writing often with significant complexity	E	S/P
	Leadership & people management skills with the ability to build effective teams	E	AF/S
	The ability to direct and deploy resource to best effect within and across teams	E	AF/S
	Proven strategic planning and performance improvement skills	E	AF/S
	Effective Influencing and negotiating skills	E	S/P
	The ability to write clear and persuasive reports and business plans, using fact-based evidence to persuade and influence.	E	AF/S
3.	Qualifications, Education and Training		
	Educated to degree level or equivalent and Chartered Member of Chartered Institute of Personnel & Development or equivalent.	E	AF
	Masters degree or equivalent in an HR related subject	D	AF
	Project management qualification	D	AF
4.	Other Requirements		
	Commitment to the Values of the University of Portsmouth	E	S
	Commitment to equality and diversity	E	S
	Enthusiasm, energy and resilience	E	S
	Understanding of the academic culture	E	S

E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme; P = Presentation

THE UNIVERSITY AND THE CITY

PORTSMOUTH IS A LIVELY AND VIBRANT WATERFRONT CITY, STEEPED IN HERITAGE BUT FORWARD LOOKING AND DYNAMIC. IT IS CHANGING FAST AND THE UNIVERSITY IS PLAYING ITS PART IN MAKING THIS TRANSFORMATION HAPPEN.

We have a city-based campus with buildings threaded throughout the 'University Quarter' in the city centre. Students and staff love being connected to the bustle of city life. Many of our staff live in Portsmouth and students often settle here after they graduate, bringing their creativity and vitality to the area.

An island city with everything you need at hand The UK's only island city, Portsmouth is a compact place, easy to get around but with a broad spread of facilities. There is a terrific sense of community and a great quality of life for those who live and work here.

The four miles of beach fronting the Solent offer many watersports, particularly sailing and windsurfing, which create a constantly shifting panorama.

Other attractions include numerous shops, bars, restaurants and cafés. The key shopping destination is Gunwharf Quays, which is also home to the 170m iconic Emirates Spinnaker Tower. There is also a thriving independent scene in Southsea, which is fast making a name for itself as the place to be for cultural activities and food outlets.

A maritime history and future Home to the Royal Navy, Portsmouth's maritime heritage has shaped its past and is now acting as a catalyst for its future development. The Historic Dockyard attractions include HMS Victory and the award-winning Mary Rose Museum.

Ben Ainslie Racing and the Louis Vuitton America's Cup World Series events were both held here in Portsmouth and drew the eyes of the world and acted as a showcase for leading-edge design and engineering.

The city is well connected by road, rail, sea and air. We are just over an hour from London by rail, and Southampton Airport can be reached within 30 minutes. The International Ferry Port has regular sailings to Europe. The New Forest, the South Downs National Park and the Isle of Wight are within easy reach, as are the historic cities of Winchester and Chichester.

For more information about the city and surrounding areas, visit www.visitportsmouth.co.uk



HOW TO APPLY

If you would like to discuss any aspect of the role, organisation or application process in complete confidence please do not hesitate to contact our dedicated Search and Selection Partner, HR Heads:

Email: Jennifer.Gaster@hrheads.co.uk
Tel: 01962 432 001

Peter Brook is also available for a telephone discussion about the role with prospective candidates. This can be arranged via HR Heads.

Your application should comprise a covering letter and full CV detailing your experience and relevant achievements pertaining to this role, particularly addressing the requirements of the role and person specification, along with current package details. Please also complete in confidence our recruitment and staff monitoring form.

This should be emailed to: **Jennifer.Gaster@hrheads.co.uk**

We value diversity at the University of Portsmouth and welcome applications from all sections of the community.

Closing date for applications is midnight 7th January 2018.

First stage interviews are scheduled to take place w/c 15th January 2018 with final panel interviews w/c 29th January 2018.



TERMS AND CONDITIONS

We offer a competitive salary, c.£70k, commensurate with the responsibilities and remit of the position.

An annual leave entitlement of 32 working days in a full leave year. In addition, the University is normally closed from Christmas Eve until New Year's Day inclusive and there are a further five bank holidays. Staff may be asked to attend on weekends for recruitment activities at certain times of the year.

Staff discounts and loyalty schemes, staff car parking, childcare vouchers and discounted public travel.

There is a probationary period of one year, during which new staff will be expected to demonstrate their suitability for the post.

It is the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

Candidates who are shortlisted will be asked to bring their passport and any other 'Right to Work' information to interview where it will be copied, checked and verified as part of the University's prevention of illegal working process.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment.

The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website.

The appointee will be eligible to join the Local Government Pension Scheme. There is a comprehensive sickness and maternity benefits scheme.

