

JOB DESCRIPTION		
<b>Job Title:</b> Associate Director of HR (Culture)		<b>Accountable to:</b> HR Director
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 37	<b>Weeks per year:</b> 52
<b>Salary:</b> £75,000 - £85,000 per annum		<b>Grade:</b> Individual Contract
<b>College/Service:</b> People/Human Resources		<b>Location:</b> High Holborn and other UAL locations
<b>Purpose of Role:</b> The post holder will lead the Culture hub and with the HR Director set the overall direction for the hub.  The core purpose of the role is to use business insights to drive change and sustained improvements in people management across UAL and effectively lead on the following strategic areas of the UAL People Strategy 2023-26: <ul style="list-style-type: none"><li>• Employee Engagement and Wellbeing</li><li>• Organisational Development and Effectiveness</li><li>• Staff Development</li><li>• Equality Diversity and Inclusion</li></ul> As a member of the People Senior Management Team, the post holder will also support the leadership and management of the People Strategy, people management agenda within the HR Department and across the University, and continuous development of the HR service.		
<b>Duties and Responsibilities:</b>  1. Working closely with the Business Partnering and HR Services and Resourcing hubs, the post holder will play a major influencing role in ensuring that the UAL People Strategy reflects customer and key stakeholders' views and requirements and drives positive staff experience through: <ul style="list-style-type: none"><li>• Resourcing</li><li>• Employee Relations</li><li>• Induction and Onboarding</li><li>• Reward</li><li>• Engagement</li><li>• Wellbeing</li><li>• Talent Development</li><li>• Equality Diversity and Inclusion</li></ul> 2. To deliver a planned, systematic approach to improving organisational effectiveness through modern employment policies and employee performance framework.  3. To work in partnership with colleagues in HR Services and Resourcing to deliver the HR Digital Roadmap and Resourcing Strategy that is fit for purpose and integrated with University systems and protocols.  4. To lead and support opportunities for organisational culture change through undertaking internal diagnosis, process/system reviews in order to understand barriers and identify possible solutions; conducting external research into good practices and new ideas, facilitating change initiatives and evaluating their success.  5. To lead UAL's staff development agenda working collaboratively with the Staff Development Steering Group and staff development experts across UAL.  6. To lead the University's staff EDI strategy and operational plans including delivery against external		

benchmarks such as Race Equality Charter, Disability Confident, and Stonewall Employers Index.

7. To work within the University's policies and in particular to:

- role model leadership behaviours and when needed effectively challenge colleagues
- undertake health and safety duties and responsibilities appropriate to the role
- conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

To participate in the development of the University's HR Service, undertake continuous personal and professional development and to support the development of colleagues.

### **General**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto.
- To engage fully with the UAL anti-racism plans, in particular in the way they relate to your areas of work.

### **Key Working Relationships**

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required will include:

- Vice-Chancellor and Deputy Vice Chancellors
- Pro-Vice-Chancellors
- Head(s) / Director(s) of Service
- Director(s) of College Administration
- HR Business Partners
- Deans
- Managers
- Colleagues within the HR Team
- External and internal partners.

### **Specific Management Responsibilities**

**Budgets:** Staff budget of circa 1.1 million and a non-staff budget of circa 350k.

**Staff:** Management responsibility for a team of specialists (circa 18 staff) and Leadership across the HR Department.

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Person Specification	
Specialist Knowledge/ Qualifications	<p>FCIPD - Desirable CIPD qualified (MCIPD) Detailed knowledge of contemporary approaches to:</p> <ul style="list-style-type: none"> <li>• Employee Engagement</li> <li>• Organisational Development</li> <li>• Strategic Resourcing</li> <li>• Talent Management</li> <li>• Organisational Design &amp; Effectiveness</li> <li>• Change Management</li> <li>• Reward</li> </ul> <p>Contemporary understanding of Equality, Diversity and Inclusion with focus on systemic barriers, decolonial practice and oppression.</p>
Relevant Experience	<p>Experience of leading an organisational development, staff development or EDI function in a large complex organisation.</p> <p>Substantial experience of leading on strategic people management initiatives in a complex organisation.</p> <p>Significant experience of delivering effective employee engagement strategies.</p> <p>In depth experience and understanding of organisational design and staff development.</p> <p>Experience of leading change.</p> <p>Experience of implementing reward and benefits strategies.</p> <p>Experience of implementing EDI programmes including Anti-Racism strategies.</p>
Communication Skills	<p>Communicates effectively orally and in writing, adapting message for a diverse audience in an inclusive and accessible way.</p> <p>High level of coaching skills and experience and able to coach senior leaders.</p>
Research, Teaching and Learning	<p>Has experience of researching relevant HR topics and an understanding of research approaches.</p> <p>Appropriate professional knowledge and the ability to select and apply relevant professional approaches.</p>
Professional Practice	<p>Able to develop in-depth knowledge and expertise about client group(s) and the environment in which it/ they operate.</p> <p>Contributes to advancing professional practice in own area of specialism.</p>
Planning and managing resources	Plans, prioritises and manages resources effectively

	<p>to achieve long term objectives.</p> <p>Financially literate and able to effectively manage budgets. Has knowledge and experience of business and financial planning approaches (e.g. DCF, ROI, workforce planning, balance sheets).</p> <p>Highly developed analytical skills and the ability to present data and analysis to senior leadership.</p>
Teamwork	<p>Demonstrates successful team working and leadership abilities.</p> <p>Able to create collaboration in and between diverse teams and professional groups.</p> <p>Builds and maintains positive relationships with colleagues.</p>
Student experience or customer service	<p>Builds and maintains positive relationships with colleagues.</p> <p>Able to have a detailed understanding of the impact of their work, and the work of their client groups, on the student experience.</p>
Creativity, Innovation and Problem Solving	<p>Always takes a problem-solving approach to business issues.</p> <p>Able to develop creative solutions and to foster creativity in others.</p>

**Last updated: 3 March 2023**