

## Director of People and Organisational Development

<b>Job Reference:</b>	4880/9626
<b>Department:</b>	People Services & Organisational Development
<b>Grade/ Salary:</b>	Competitive
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full time
<b>Location:</b>	New Cross, London

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We are looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.



Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



**Together**  
we are different

# People Services and Organisational Development

## Job description

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**Reporting to:** Chief Operating Officer.

### **Summary:**

The postholder will report directly to the Chief Operating Officer and work with colleagues from across the College to support and deliver the College People Strategy to embed organisation development and to introduce customer focussed services.

An experienced leader and motivator, the role holder will have a record of successfully inspiring and leading a team to deliver across the HR generalist and specialist areas, an ability to lead strategically on all matters relating to HR with a record of delivering great service, building effective working relationships and demonstrating passion and understanding for HR in a Higher Education setting.

### **Purpose of the Job:**

- A member of Goldsmiths' Senior Management Team, the Director of People and Organisational Development is the strategic lead on HR matters and responsible for the achievement of Goldsmiths' strategic aims through its people
- The Director of People and Organisational Development will lead the development, implementation and ongoing review of the People Strategy, assessing current and future services which will be aligned with the College's mission, values and strategy.
- The Director of People and Organisational Development is responsible for leading and managing the People Services & Organisational Development Directorate to ensure the delivery of an effective HR service for Goldsmiths. Functions within the team comprise Organisational Development and Equality, People Services Operations and HR Data Management Information.

### **Main duties:**

- To be a member of the College's Senior Management Team, in particular advising on all aspects of Human Resources.
- To be a key member of the COO's senior team, working with all professional services directors to deliver a joined-up support infrastructure

- To lead and direct the People Services & Organisational Development directorate to ensure that the College's approach to the delivery of HR services reflects best practice, is innovative and addresses legal requirements.
- To take a strategic lead on detailed design and delivery of HR processes associated with the change programme.
- To provide expert advice on the design and implementation of organisational structures, workforce development and planning across the change programme.
- To work supportively and collaboratively with senior colleagues across the College to disseminate best practice in relation to staff development and management, and embed effective processes and use of technology.
- To ensure that the College's staff development programme meets the need to support the enhancement of staff performance and leadership and management capabilities to embed change effectively across the institution
- To ensure that People strategies, services, practices, policies and procedures reflect the needs of the College's structures;
- To ensure that all governance processes relating to HR, including Human Resources and Equalities Committee, and Remuneration Committee, are effectively serviced and supported
- To liaise with representatives of the College's recognised Trade Unions to maintain constructive working relationships, ensuring they are kept up to date with and able to input to College decisions where appropriate
- To attend or be a member of committees as required to provide specialist input and knowledge of current developments and external policies;
- To convene and lead internal networks which support the development of specific services and projects;
- To ensure Goldsmiths is represented on appropriate external bodies and be an active member of relevant professional networks, to ensure influence over key agendas, enhance reputation, contribute to maintaining the profile of Goldsmiths and share and learn from best practice across the sector;
- To lead the development and advancement of staff across the institution, ensuring that effective recruitment, induction, support, performance management, development and training procedures are in place to enable staff to fulfil their potential and meet best practice in their professional areas;
- To have budget responsibility and in line with the Financial Regulations

- To ensure equitable and competitive reward and recognition strategies attract, motivate and retain the staff critical to organisational performance.
- To ensure effective approaches are in place to ensure high quality management information is maintained in a way it can effectively inform decision making.
- To always carry out your responsibilities with due regard to the College's Code on Equality and Diversity and the Discrimination, Bullying and Harassment Policy.
- To undertake any other duties as may reasonably be required
- To ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- To always maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

## Person Specification

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**A = Application form**

**C = Certificate**

**I = Interview**

**R = Reference**

**T = Test**

**P = Presentation**

	Category
<b>Essential Criteria 1 – Qualifications</b>	
Membership of Chartered Institute of Personnel and Development	A,C
Degree level qualification or equivalent experience	A
<b>Desirable Criteria 1 – Qualifications</b>	
Post Graduate Management/Business Qualification	A,C
<b>Essential Criteria 2 – Experience</b>	
Significant senior experience working at a strategic level in a large complex organisation, including a track record of delivering and enabling change	A,I
Proven experience of working within a regulatory/procedural framework	A,I
Significant experience of managing a team of HR professionals	A,I
Substantial experience of working with and influencing senior management including at Board level	A,I

Experience of working as a senior HR professional in a highly unionised environment	A,I
Track record of delivering and enabling change	A,I
<b>Desirable Criteria 2 – Experience</b>	
Experience within a senior role in a Higher Education Institution	A,I
<b>Essential Criteria 3 – Knowledge</b>	
In-depth understanding and knowledge of HR and organisational development	A,I
Understanding of the current and changing HE sector	A,I
Sound grasp of the legal and financial aspects of resourcing	A,I
In-depth knowledge of UK employment law	A,I,T
Understanding of the importance of good HR data quality in supporting decision-making	A,I
<b>Essential Criteria 4 – Skills</b>	
Strength and quality of leadership and personal skills required to develop and lead an effective and motivated team	A,I
Strong verbal and written communication skills	A,I
Ability to think strategically and provide innovative solutions to complex issues	A,I
Understanding of the challenges and benefits of working in a transparent, collegiate and open environment	A,I
Commitment to the mission and values of the Goldsmiths	A,I
High level of probity, diplomacy and confidentiality	A,I
Proven ability to quickly grasp and respond to a complex and changing environment	A,I
Commercial acumen that is applied to the development and delivery of HR objectives	A,I
<b>Additional Attributes</b>	
Committed approach to diversity	A,I,T
A style which is proactive and enabling with the presence and gravitas to operate successfully at the top of an organisation	A,I
Driven to achieve results	A,I
Consultative and able to work collaboratively	A,I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**

## Summary of Benefits

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If you choose to work with us, you will become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

## Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact [hr-recruitment@gold.ac.uk](mailto:hr-recruitment@gold.ac.uk) or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).

***Thank you for your interest in working with us, we wish you all the best with your application.***