

Job Description

Role Title:	Deputy Director - Learning, Organisation Development and Reward
Faculty / Dept:	Human Resources
Reference:	KF47
Grade:	MNGT
Full or Part time:	Full Time
Hours:	1.0 FTE
Reports to:	Director of Human Resources
Responsible for:	Learning and Development Organisation Development Change & Engagement Reward, Recognition and Wellbeing

Role Purpose

The Deputy Director Learning, Organisation Development and Reward provides strategic leadership across the University's people agenda, shaping and driving key portfolios including Reward, Wellbeing, Organisational Development, Learning & Development, Change Management and Employee Engagement. The role is pivotal in designing and delivering an integrated people strategy that enables the University to attract, develop and retain a high-performing, diverse and inclusive workforce, aligned to its long-term strategic ambitions.

As a key member of the HR Senior Leadership Team, the postholder acts as a trusted advisor to the Executive and senior leaders, influencing decision-making through insight-led, evidence-based people strategies. The role is responsible for ensuring that all people initiatives deliver measurable impact on organisational performance, enhance institutional culture, and elevate the overall employee experience.

This position requires a forward-thinking, innovative leader who can build on strong existing foundations to drive transformation, embed best practice, and position the University as an employer of choice in a competitive sector.

Key Responsibilities

Strategic Leadership

- Develop and deliver an integrated people plan spanning reward, recognition and wellbeing, organisational development, learning, leadership and management development, and engagement, ensuring clear alignment with the University's strategy.
- Contribute to the ongoing evolution and leadership of the HR function, fostering collaboration, innovation and a high-impact, service-led approach.
- Act as a trusted strategic adviser to the Executive Board and senior leaders, shaping decision-making through insight-led, evidence-based people solutions.

Learning and Development

- **Design and deliver a comprehensive learning portfolio** that supports the entire employee lifecycle, including induction, training, management development, leadership programmes and professional skills development, ensuring staff have the knowledge and capability to perform effectively in a higher education environment.
- **Build organisational capability and leadership capacity** by developing forward-looking learning strategies, delivering high-quality leadership and management development programmes, and fostering a culture of continuous learning, growth and career development across academic and professional services communities.

Reward & Recognition

- Shape and lead a modern, equitable and sustainable reward strategy that enhances the University's position as an employer of choice.

- Provide strategic oversight of pay frameworks, grading structures, pensions, benefits and recognition programmes, ensuring alignment with organisational values and market competitiveness.
- Build effective relationships with external bodies and trade unions, navigating national and local agreements and ensuring compliance with employment legislation and sector best practice.

Wellbeing

- Champion a proactive, whole-organisation approach to health and wellbeing, positioning it as a core enabler of performance and engagement.
- Ensure initiatives address the full spectrum of employee wellbeing, including physical, mental and financial health.
- Use data and insight to monitor outcomes, inform interventions and continuously enhance wellbeing provision.

Employee Engagement

- Shape and deliver a compelling employee engagement strategy that strengthens culture, inclusion and a sense of belonging.
- Lead the design and delivery of staff survey activity, ensuring meaningful action planning that drives measurable improvement.
- Promote a strong employee voice through effective engagement mechanisms and constructive partnership working with recognised trade unions.
- Drive initiatives that enhance organisational culture, engagement and employee experience across the institution.

Organisational Development

- Lead organisational development interventions that enhance effectiveness, collaboration and overall performance.
- Drive strategic workforce planning and organisational design to ensure the University is well-positioned for future challenges and opportunities.
- Foster a culture of continuous improvement, innovation and inclusion across the organisation.
- Support senior leaders to successfully navigate change, transformation and organisational redesign.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Director of HR
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- Support the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. The balance of responsibilities will be agreed with the Director of HR, with a focus on a defined set of priority areas at any given time. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria.

Qualifications

1. Educated to degree level or able to demonstrate equivalent senior professional experience, with Chartered Member or Fellow status of the CIPD (or working towards) reflecting a strong commitment to professional excellence. (E)

Background and Experience

2. A proven senior HR leader with substantial experience operating within large, complex organisations, with the ability to balance strategic influence and operational delivery in a dynamic environment. (E)
3. Demonstrable experience of leading specialist HR functions - particularly across reward, learning and development, organisation development and/or employee engagement - underpinned by a strong generalist foundation and deep understanding of employment law and its practical application. (E)
4. A strong track record of shaping and delivering people strategies that have driven measurable improvements in organisational performance, culture and employee experience. (E)
5. Experienced in leading, motivating and developing high-performing professional teams, creating an inclusive and engaging environment that enables individuals and teams to thrive. (E)
6. Highly skilled in building credible, collaborative relationships with stakeholders at all levels, including Board and executive colleagues, with the confidence to influence and challenge constructively. (E)
7. Experience of working in partnership with trade unions and staff representatives to deliver positive outcomes, alongside a data-driven approach to decision-making, using workforce insight and analytics to inform strategy. (D)

Knowledge

8. A broad and up-to-date understanding of contemporary HR practice, including employment law, reward strategy, organisational development, leadership and learning, and employee engagement. (E)
9. Insight into equality, diversity and inclusion best practice, and the ability to embed inclusive approaches across the employee lifecycle. (E)
10. Insight into the external landscape and challenges facing the UK higher education sector, with the ability to translate this into relevant and forward-looking people strategies. (E)

Skills and Competencies

11. An accomplished strategic leader with the ability to think long-term, translate vision into action and deliver sustained organisational impact. (E)
12. Exceptional communication and influencing skills, with the ability to engage, inspire and build trust with a wide range of stakeholders. (E)
13. Commercially and financially astute, with strong analytical capability to interpret data, identify insights and inform decision-making. (E)
14. Resilient and adaptable, with the ability to lead effectively through ambiguity, complexity and change. (E)
15. A confident coach and developer of others, combined with strong programme and project leadership skills to successfully deliver complex initiatives. (E)