

JOB DESCRIPTION

Associate Director HR including L&D and Facilities

Post Ref	5.3
Reporting To	Chief Operating Officer
Pay Band	Grade 6
Line Management, Accountable For	Senior HR Business Partner (x2) Senior Capability and Development Manager (x1)
Budget Management	

Job Purpose

Implement a People strategy which meets the future needs of Ofqual and provides a flexible framework which enables Ofqual to respond in an agile way to address stakeholder needs. Provide strategic HR leadership support to the Senior Management Group of Ofqual.

Key Accountabilities

- Lead the development and effective delivery of a professional HR service to Directorates to support delivery of their outcomes. Provide advice to senior managers on resourcing, pay, conditions of service, performance management Health and Safety and complex and serious employee relations issues.
- Deliver professional HR functions in a customer focused way, including: recruitment; employee relations; employee engagement; learning and development; payroll; health, safety and welfare; and strategic and operational employment advice.
- Work with Executive Directors on the development and implementation of organisational development strategies and policies to develop and sustain a high performing culture.
- Ensure effective workforce planning, recruitment and development in conjunction with the Ofqual Board, Executive and senior managers to support and sustain Ofqual's capability and capacity.
- Continuously improve HR systems, agreed service standards, management information and performance measures including the implementation of Oracle cloud ERP for HR.
- Ensure compliance with employment legislation and be alert to wider HR developments which could improve Ofqual's performance.
- Provide the Senior Management Group, Directorates, Board and others with timely HR information, HR performance information and strategic HR advice and guidance.
- Develop and implement business focused policies, processes and systems that enable the employment, development, engagement and well-being of staff.
- Develop and maintain an effective and productive working relationship with the recognised trades union.
- Ensure effective and productive relationships with suppliers of payroll and other services to ensure contracts deliver effectively and deliver value for money.
- Ensure strong and appropriate relationships are maintained with stakeholders and partners including the Cabinet Office, Civil Service HR and DfE.

- Manage the Facilities function including maintenance of the building, contractors and equipment through the Facilities Officer, and have overall accountability for the third-party provider.

Accountability for Corporate Responsibilities

As a member of the leadership team you will be accountable for working with other members of the leadership team and Board to support the transformation of Ofqual into becoming a strategic, risk-based and evidence-based regulator of qualifications, examinations and assessments that are trusted by learners, users and the wider public.

- Provide visionary leadership and promote an ethos of high performance and continuous improvement
- Support the behaviors required to deliver to the values of the organisation
- Develop the capability and talent of individuals, the team, directorate and organisation
- Manage under-performance
- Be accountable for the preparation, monitoring and control of the annual budget
- Be accountable for the appropriate use of public funds, value for money and ensure expenditure is in line with financial plans and policies
- Deliver service excellence to all internal and external stakeholders/customers
- Be accountable for the development and the delivery of a strategically aligned annual plan to enable resources to be deployed efficiently and effectively
- Be accountable for a proactive approach to risk management and adherence to governance protocols ensuring risks and issues are assessed, reported and, where appropriate, escalated
- Be accountable for the achievement of the expected standards from the audit of all business processes and governance arrangements
- Be accountable for personally adhering to all corporate policies and ensuring all members of staff also adhere to these policies
(Finance/HR/Procurement/IT/Facilities/H & S)

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience	
Criteria	Essential (E) or Desirable (D)
Experience of developing and implementing People and HR strategy	E
Experience of strategic and operational management of HR within a unionised environment including experience of recruitment and selection, employee relations, pay and reward, learning and development and equality	E
Evidence of developing and implementing HR initiatives to support organisational strategy and develop high performance.	E
Experience of developing high performance through influencing the behaviours and actions of others.	E
Experience of developing and delivering HR services and HR teams to a high standard that align with and support the wider business in line with the key accountabilities	E
Experience of working in a senior manager role	E
Demonstrable track record of success in developing and shaping functions into a cohesive and effective group that adds value to the business	E
A successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships	E

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
The ability to establish and maintain senior level relationships and influence at all levels.	E
The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses.	E
The ability to use knowledge and skills to devise appropriate solutions to unfamiliar problems.	E
The ability to identify, assess and manage risk.	E
Excellent oral and written communication skills with the ability to engage different audiences and convey complex information in an accessible way	E
Proven ability to lead by example, inspire, motivate and develop staff at all levels, providing vision, strategic direction and demonstrating the highest degree of integrity and professionalism	E
Ability to work in a pressurised environment, maintaining a clear strategic overview of issues affecting an organisation	E
Ability to manage risks, resources and teams and doing so with a clear dedication to principles of individual development, diversity and equal opportunities	D
Acts as a role model for Ofqual's values and professional standards	E
Knowledge including qualifications	Essential (E) or Desirable (D)
Criteria	
MCIPD / FCIPD or equivalent.	E
Knowledge of HR within the Civil Service	D
Knowledge and understanding of regulation	D
Knowledge and understanding of the education sector	D