

**JOB DESCRIPTION**

**Chief People Officer**

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| **Job Title:** Chief People Officer |
| **Division:** People and Organisational Effectiveness |
| **Directly responsible to:** Registrar, Secretary and Chief Operating Officer |
| **Supervisory responsibility for:** Deputy Directors and Associate Directors covering: HR Service Delivery and Operations (including payroll and pensions); Curriculum and Education Development Academy (CEDA); Health, Safety and Wellbeing and Organisational Development and Reward and Inclusion (ODRI) |
| **Internal Relationships**   * Vice-Chancellor and the broader University senior team in delivering strategic People, OD and transformation activities and other projects the role holder has been assigned to lead on. * Registrar, Secretary and Chief Operating Officer for line management of the role, on strategic activities for professional staff and as a member of the Professional Services Executive Group. * The Deputy Vice-Chancellor, who has strategic portfolio responsibility for (among other things) “LU Futures” (a portfolio of university transformation programmes and projects) and the University’s EDI agenda and chairs the Equality, Diversity and Inclusion Committee of which this role holder is a member and Deputy Chair. * The University Executive Board and its members. * The Professional Services Executive Group and its members. * Council and Senate. * Executive Deans, Heads of Departments and other senior managers to effectively implement HR policy and procedure, workforce planning and organisational development. * Campus trade union representatives for negotiation and consultation. * Chairs of University Committees – Finance and General Purposes; Council, Remuneration, Strategic Reward and Council Safety Health and Wellbeing Committee – all of which are University Council lay members. * Senior Lancaster University Student Union officers on student employment-related issues. * International partners – facilitating any required international HR support.   **External Relationships** |
| * Senior officials within key funders and regulators; e.g. OfS, UKRI, government departments and agencies. * Sector bodies including UUK, UCEA, Employers Pension Forum of USS, UHR and Professional networks. * Trade union regional and national representatives. * HR service suppliers. * Professional legal advisors on a regular basis. |
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| **Job Purpose:**  With staff experience a core university KPI and at a time of significant transformation for the University, the Chief People Officer (CPO) is a crucially important, strategic role. Our CPO provides strategic influence and direction on people, organisational development and key transformation matters across the University. They will lead the development of strategic initiatives that add value to the staff experience and improve organisational effectiveness.  The role will work closely with the University’s executive, to enable the University to meet its strategic goals including the ongoing development of the University’s People and Culture Plan, ensuring alignment with the wider University’s new strategy.  As a key member of the University’s broader executive team and member of the Professional Services Executive Group, Deputy Chair of the EDI Committee, and working closely with key Council committees (including Remuneration, Strategic Reward, Finance and General Purposes Committees and Council directly) you will play a central role in enabling the implementation of current and future University Strategies and in upholding and displaying the institution’s values.  **Responsibilities**:   * Provide strategic direction and leadership on human resource, organisational development, change management and transformation issues for the University as a whole. * Leadership of the University’s People and Culture Plan and its implementation across the University in support of the University’s current and future strategic goals. * Accountable to the Council (via Renumeration and Strategic Reward Committees) for the development and implementation of effective senior management pay, conditions and benefits. * Support the University in achieving its desired shape, size and workforce profile, through the application of sophisticated resource transformation and workforce planning techniques. * Development of effective policies and processes to support academic development e.g. including PDR and performance mechanisms, research related issues such as safeguarding, research integrity. * Accountable for the direction and management of effective People and Organisational Effectiveness services, policies, and procedures across the University. * Accountable, in conjunction with the Finance Director, and in consultation with Council, for the ongoing development of the University’s pension strategy and supporting policies and procedures. * Responsible for the provision of effective development programmes to enable academic staff to perform effectively and support the career and personal development of research and professional services staff across the University. * Supporting the PVC Global with Lancaster’s existing and future international footprint. * Put in place and maintain effective Reward Strategies, Performance Management, Promotions, Succession and Career Development activities to provide clear career structures and appropriate talent to the organisation. * Lead on and/or contribute to strategic reviews and organisational development initiatives which underpin the University’s current and future strategies. * Accountable to the Council Safety, Health and Wellbeing Committee for implementing safe working practices, effective employee health management and safety governance mechanisms across the University, and for evolving the health and safety function in line with the University strategy and associated size of the university. * Overall responsibility for the delivery of a full suite of professional and academic development programmes and a focus on the continuous refreshment of skills and capabilities in innovative teaching and learning. * Responsible for providing accurate and legally compliant payroll and pensions services to all University staff. * Establishing effective industrial relations mechanisms (both formal and informal) for consultation, negotiation and partnership working with the trade unions. * Play a leading role in shaping the approach, policy and contractual processes to reflect changes in working practices required in relation to external context and University strategy. * Accountable for overseeing the design and operation of regular staff surveys and other engagement tools and in developing organisational development plans/interventions that strive to bring about further improvements in staff engagement and/or cultural changes. * To play a central role, in conjunction with the Registrar, Secretary and Chief Operating Officer and other Divisional Directors, in forward planning and strategy development of the Professional Services and wider University. * To play a leading role in ensuring the University’s values translate into our people practices and behaviours, through integrating the values into our recruitment, reward and recognition and development practices. |