**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**

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**ADVERTISEMENT**

**Human Resources Director (Salary up to £K80)**

An exceptional Human Resources Director is required to join The London School of Hygiene & Tropical Medicine. This is a great opportunity to lead and transform Human Resources (inc Talent Management) services across the School. As a leader in public health research and post-graduate education, the School’s mission is to improve health and health equity in the UK and across the world.

The new Human Resources Director will be joining the Senior Leadership Team and work with the Chief Operating Officer/ Director and Council members to deliver the Schools vision and ensure high quality modern Human Resource support services are delivered to underpin the Schools growth and mission.

You will join the School at an important point in the transformation of support services and their alignment with the School’s aims and objectives.

In addition to responsibilities involved in the operational management of a complex higher education institution, a significant part of the role will be to set up, develop and lead a new Human Resources team (including Talent Management,) and provide a new service to the School using a business partner model . Your team will form one part of a wider new team modernising professional services under the leadership of a new Chief Operating Officer.

Applicants must have significant Human Resources leadership and transformation experience and possess the business acumen and gravitas to meet the challenge of this senior role. You should be comfortable at handling competing operational demands whilst ensuring an effective workforce is delivering our strategic objectives.

The role reports to the Chief Operating Officer, and is a challenging but highly rewarding opportunity for the right candidate.

The post is available immediately. Salary is commensurate with a senior leadership position, up to £80,000 per annum. For an informal discussion about the role please contact Richard Benson, Acting Secretary and Registrar ([Richard.benson@lshtm.ac.uk](mailto:Richard.benson@lshtm.ac.uk)).

Applications should be made on-line via our website <http://jobs.lshtm.ac.uk>. The reference for this post is **HR3.** Applications should include the names and the email addresses of 2 referees who can be contacted immediately if you are shortlisted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

*The London School of Hygiene and Tropical Medicine is committed to being an equal opportunities employer*

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**FURTHER PARTICULARS**

**THE SCHOOL**

The London School of Hygiene & Tropical Medicine is one of Europe’s leading schools of Public Health and a leading postgraduate institution worldwide for research and postgraduate education in global health.

 Part of the University of London, the London School is the largest institution of its kind in Europe with a remarkable depth and breadth of expertise encompassing many disciplines. The School was ranked one of the top 3 research institutions in the country in the Times Higher Education’s 'table of excellence', which is based on the 2008 Research Assessment Exercise (RAE). In 2009, the School became the first UK institution to win the Gates Award for Global Health.

 The School’s environment is a rich multicultural one: there are almost 4000 students from 100+ countries following 22 taught masters courses delivered either in London (~650) or through distance learning (~2700), and undertaking research degree training (~400).  Over 40% of these students are from non-European countries.  The largest growth has been in distance learning students (>40% over 3 years), though the London-based student population (where accommodation limits growth) is at its highest level ever.  Alumni are working in more than 180 countries. The School has about 1500 staff drawn from over 60 nationalities.

There are research collaborations with over 100 countries throughout the world, utilizing our critical mass of multidisciplinary expertise which includes clinicians, epidemiologists, statisticians, social scientists, economists, molecular biologists, immunologists, ophthalmologists, anthropologists, virologists, pharmacologists and nutritionists. At any one time around 100 School staff are based overseas, particularly in Africa and Asia. We have a strong commitment to partnership with institutions in low and middle income countries to support the development of teaching and research capacity.

The School has expanded greatly in recent years. Its research funding now exceeds £67M per annum, much of it from highly competitive national and international sources. The commitment of staff to methodological rigour, innovative thinking and policy relevance will ensure that the School continues to occupy a leadership position in national and global health, adapting quickly to new challenges and opportunities.

**Mission**

To improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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**POST: HR Director**

**DIVISION/DEPT/UNIT:** HR Division

**RESPONSIBLE TO:** Chief Operating Officer

**GRADE:** PSP9

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**Job Purpose**

The HR Director is responsible for the HR Division, directing and managing the HR Partners and Heads of Services.

S/he has overall strategic leadership of the key services provided by the Division and responsibility for its development and operational efficiency.

Working with a wide range of internal and external colleagues, the role holder is responsible for the development and implementation of the School’s HR resources strategy.

*Note: the content of this strategy will shortly be revisited in the context of the transformation programme, part of the new overall strategic plan for the School.*

In dealing with both academic and academic-related staff matters, the role holder must appreciate the requirements, values and principles of the School, while, at the same time, driving a modernisation programme affecting both people and resources

S/he will play a key role alongside the Chief Operating Officer and Chief Information Officer in delivering the transformation programme to the School’s professional services, using technology and people to deliver greater self service and operational flexibility

**Responsibilities**

1. Work with the Senior Leadership Team (SLT) and Council to lead the development, implementation and review of HR strategies and policies across the School
2. Be a trusted professional adviser to the SLT, members of related committees, Council, and other senior management and colleagues in all matters of HR management and related policy and administration
3. Lead and manage the HR Division, ensuring that the School operates sound practices that are compliant with the law and other regulations (including the Statutes and Regulations of the School), and in particular those provisions relating to the employment of academic staff
4. Ensure an appropriate skill set within the HR Division that is able to meet changing demands, deliver projects on time and to budget and to improve further the quality of service provided across the School
5. Implement strategic HR projects, managing staff and resources, and analysing and reporting on performance
6. Effective planning, forecasting, monitoring and management of the HR Division’s budgets
7. Ensure that School staff are able to acquire the skill sets and leadership competencies required to achieve the School’s strategic objectives and retain its world-class reputation
8. Ensure there is effective communication between the HR Division and the School’s faculties, support services and committees
9. Ensure that School recruitment and remuneration and benefits arrangements enable it to recruit and retain world-class staff, with competitive recruitment, remuneration and retention strategies benchmarked against global competitors
10. Develop and embed an approach to succession planning consistent with the needs, culture and complexity of the organisation
11. Work with Talent & Educational Development to promote positive and progressive staff development
12. Ensure that HR information systems are fully maintained and capable of providing management information as required
13. Ensure that ongoing monitoring of the implementation of the HR strategy and School employment policies is undertaken and that accurate, timely, and relevant employment/workforce related data is reported to Council, the SLT, committees and other relevant bodies to inform strategic decision-making
14. Provide leadership for employee relations, including relations with local union representatives
15. Ensure that employment cases are dealt with swiftly and effectively
16. Ensure that the decision-making bodies of the School are well informed and advised on all matters relating to equality and diversity, that all parts of the School receive timely advice and support in these matters, that key staff are trained and that policy initiatives are communicated effectively
17. Ensure that working practices have due regard to the health and safety of staff and students
18. Maintain effective relationships with other HR Directors and senior managers working across the higher education sector and particularly within the Russell Group, working closely with them on matters of mutual interest and in influencing national policy makers
19. Undertake any other duties as reasonably delegated by your line manager
20. Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
21. Demonstrate the School’s values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement

**PERSON SPECIFICATION**  
 **Qualifications**

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| --- | --- | --- | --- |
|  | The successful candidate should: | Essential/ Desirable | Tested by\* |
|  | Hold relevant professional qualifications | Essential | A, I |
|  | Hold an undergraduate degree or equivalent; | Desirable | A |

\* A = application; I = interview; T = test

Background & Experience

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| --- | --- | --- | --- | --- |
|  | The successful candidate should have a background in, or experience of: |  | |  |
|  | Delivering effective people strategies within a large and complex organisation | Essential | | A, I |
|  | Balancing strategic objectives with the delivery of timely and high quality services | Essential | | A,1 |
|  | Success at developing a proactive, service-oriented culture, appropriate for meeting the multiple demands of a world-class academic environment | Essential | | A, I |
|  | Leadership and motivation of relevantly-sized teams, introducing positive change across organisations | Essential | | A, I |
|  | Acting as secretary and/or chair to committees at both local and organisational level | Essential | | A, I |
|  | Setting and managing policy and procedures with recognised Trade Unions | Essential | | A, I |
|  | Managing the successful implementation and operation of the appropriate departmental systems | Essential | | A, I |
|  | Leadership in large education provider or similar complex organisation | Essential | | A, I |
|  | Delivering professional services transformation programmes within HR and championing self service HR across an organisation | Essential | | A, I |
|  | Budget management and control of all departmental issues | Essential | | A, I |
|  | Using a network of key individuals to secure important business information and influence broad organisational change | Essential | | A, I |
|  | Using indirect as well as direct influencing tactics to achieve business objectives. Working at Executive/Director level to achieve strategic objectives | | Essential | A, I |
|  | Delivering objectives; challenging staff and the business to deliver beyond expectations. Achievement benchmarked against external data | | Essential | A, I |

Knowledge

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| --- | --- | --- | --- |
|  | The successful candidate should have demonstrable knowledge of: |  |  |
|  | Relevant aspects of legislation and compliance | Essential | A, I |
|  | Programme and project management | Essential | A, I |
|  | Industry practices and procedures | Desirable | A, I |

Skills & Competencies

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| --- | --- | --- | --- |
|  | The successful candidate should demonstrate: |  |  |
|  | Continuous development of personal skills and behaviours at a level appropriate to the role | Essential | A, I |
|  | The ability to manage the operation of the HR Division in accordance with the overall objectives of the School | Essential | A, I |
|  | A high level of analytical skills | Essential | A, I |
|  | The requisite intellectual and personal credibility, political insight, and influencing skills to deal with a wide range of academic and non-academic colleagues, both within the School’s collegiate environment and externally | Essential | A, I |
|  | The ability to argue persuasively on points/issues with both peers and senior management within the business even in the face of difficulty | Essential | A, I |
|  | The ability to articulate ‘the big picture’ and cut through complexity | Essential | A, I |
|  | Excellent communication skills: verbal, written and in presentations. The ability to sell ideas or benefits and build persuasive arguments based on data, logic and the objective merits of situations | Essential | A, I |
|  | The ability to work across teams and share resources where necessary to deliver. Proactive engagement within the department and across wider areas | Essential | A, I |

**Human Resources Division**

**The team structure is attached.**

**SALARY AND CONDITIONS OF APPOINTMENT**

The appointment is available immediately. The appointment will be made on LSHTM’s Professional Support Pathway Grade 9. Starting salary will be up to £80,000 per annum, inclusive. Membership of the USS Pension Scheme is available.

**APPLICATIONS**

Applications should be made on-line at our website at <http://jobs.lshtm.ac.uk>. The reference for this post is **HR3.** Online applications will be accepted by the automated system until midnight on the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk)

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

**Please note:** if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

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