

**Deputy HR Director (1.0 FTE)
Human Resources
Permanent**

The Role

Job Title	Deputy HR Director (1.0 FTE)
Reports to	Director of Human Resources
Location	Glasgow School of Art campus

Purpose

This is a key appointment contributing to ensuring that Human Resources plays an essential role, while overseeing a small professional team, in enabling GSA to meet its strategic objectives, with the department developing as:

- a key player in supporting GSA to reach its potential, putting organisational development at the centre of its contribution;
- a proactive department, anticipating challenges and identifying opportunities;
- a user-driven and solution-focused function, blending pragmatism with a genuine understanding of GSA's ethos and the critical role that subject areas and staff play in maintaining this.

The Deputy Director of HR will play a key role in leading these developments for the HR function, as well as deputising for the Director of HR where appropriate.

Key Accountabilities

- Support the Director of HR in the continuous development and delivery of the GSA People strategy and associated policies and plans which will provide a framework for GSA's management, development of people and the delivery of strategic priorities;
- Support the Director of HR in the achievement of the strategic objectives and operational plans of the HR Department, and be accountable for the provision and facilitation of an effective and efficient human resource function;
- Provide a comprehensive oversight of HR service, including employee relations, employment law, and discipline and grievance issues to ensure compliance with legislation, policy and best practice;
- Provide professional leadership and direction to HR staff, setting and maintaining professional standards of policy and practice to ensure that functions are delivered efficiently and effectively and directly underpin the achievement of GSA's strategic objectives;
- Provide senior professional advice on people-related matters to the Senior Leadership Group and other senior managers, managing complex individual casework and monitoring organisational risk in liaison with the Director of HR;
- Prepare and present papers, briefings, reports and proposals on people-related matters with oversight from the Director of HR;
- Lead on ensuring HR information systems are developed and organised to achieve the provision of comprehensive, reliable and timely management information to inform and enhance decision-making across all areas of the institution;
- In consultation with the Director of HR, lead on ensuring the validity and relevance of all HR policies, overseeing the development of new and revised policies that best meet the needs of the institution;
- Lead and direct people-related institutional projects as required by the Director of HR;
- Assist the Director of HR with the formulation of plans and budgets for the Human Resource department;
- Contribute to maintaining and promoting productive Trade Union consultation and good employee relations which ensures effective dialogue, engagement, negotiation and co-operation in relation to organisational change initiatives and the development of employment policies and procedures;
- Maintain internal and external networks to remain knowledgeable of current issues, participating in personal development programmes/initiatives as appropriate,

representing GSA by attendance at external events and contributing to other appropriate development activities;

- Deputise in the absence of the Director of HR where appropriate;
- Contribute to and support the achievement of GSA's equality and diversity agenda, leading and reporting on HR actions contained in GSA's Equality Outcomes plan.

Key initial areas of focus:

- Work as a team with Director of HR and HR Managers to ensure that institutional change and core HR functions develop in tandem and best serve GSA's strategic priorities;
- Establish oversight and continuous review of the HR operational plan, ensuring that it is aligned with GSA's strategic objectives and incorporates all actions arising from committees, audits or relevant institutional plans;
- Provide direction and mentoring to HR staff to ensure they are supported in making a meaningful and lasting contribution to the development of the HR function and GSA;
- Contribute to the institutional review of resources and infrastructure and lead on key elements of implementation as a senior member of HR staff.

Person Specification

Knowledge, Skills and Experience

Essential

- Degree or equivalent.
- CIPD qualified to Associate or Chartered level.
- Ability to think critically and strategically.
- Highly developed conflict resolution, mentoring and coaching skills.
- At least three years experience in a senior role within Human Resource management, preferably in Higher Education.
- A track record of successful HR policy development and implementation.
- Demonstrable experience of leading and managing strategic projects.
- Demonstrable experience of successful consultation and negotiation with trade unions.
- Excellent motivational, leadership and interpersonal skills, with the ability to work in constructive partnership with a range of key stakeholders.
- Advanced knowledge of current employment law and its application to the workplace.
- An ability to work on own initiative, establish priorities and to multi-task to deadlines.
- A willingness to challenge the norm and take difficult decisions.
- A strong commitment to quality enhancement and the personal learning and development of self and others.
- A strong commitment to equal opportunities.

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 8 (£53,353.00 - £61,823.00)
Hours	35 hours per week
Holidays	35 days plus 11 statutory holidays per annum
Pension	Local Government Superannuation Scheme
Notice Period	3 months

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<http://www.gsa.ac.uk/>