

Deputy Director of People



Welcome from the Vice Chancellor & Chief Executive Officer

The University of Greenwich is a very special place to work and is rightly proud of its mission to provide transformative experiences for students from all walks of life, alongside impactful research and enterprise that address both global and local priorities.

The People Directorate plays a critical role in delivering this mission by supporting the people who make it possible, our staff. They are a professional, collaborative and forward-thinking team, committed to enabling an inclusive and high-performing working environment where colleagues can thrive.

They partner with leaders and teams across the university to attract, develop and retain exceptional talent, improve staff experience, and deliver efficient, people-focused services across the employee lifecycle. From recruitment and onboarding to professional development, wellbeing and organisational change, we ensure staff are supported and empowered to do their best work.

As we work together to achieve our ambition of becoming the best modern university in the UK by 2030, the People Directorate is proud to support and champion the people who shape the university every day. If you are passionate about people, higher education, and meaningful change, we welcome your interest in joining our team.

Jane Harrington

Vice Chancellor & Chief Executive Officer

About the university

Greenwich has a long and rich history which forms the backdrop and inspiration for today's university. The University takes its name from the Royal Borough of Greenwich in London but is hosted on three main campuses across London and Kent. The magnificent Greenwich Campus whose buildings were designed at the end of the 17th century by Sir Christopher Wren, one of Britain's greatest architects; The Avery Hill campus that hosts health and education provision and also provides a large amount of student accommodation along with the university sports grounds; and the Chatham Maritime Campus, the former Royal Navy base in Medway, Kent where much of the university's engineering and science activity is located along with the Natural Resources Institute.

Our vision, our values and our strategy

Our vision for 2030 is to be the best modern university in the UK.

Our university is a community of people from many walks of life. We take pride in the diversity of our subject expertise, the lived experience of our staff, students and alumni, and the diversity of campus experiences we offer. This diversity is our strength and enables us to say we are a university that empowers others to make a difference locally, regionally, nationally and internationally, with equal intensity.

What makes the university distinctive is that we proactively support our students and staff to achieve their ambitions because of, rather than despite, their backgrounds.

The University of Greenwich Strategy is driven by the vision of Education without Boundaries, underpinned by the values of inclusivity, collaboration and impact and principles of creating opportunities, building partnerships and delivering impact.

We're proud to have achieved Gold in the most recent teaching excellence framework (TEF) exercise and named 20th in Stonewall's Top 100 Employers list.

The University has four strategic priorities:

- Student Success
- Inclusivity and Culture
- Research and Knowledge Exchange
- Connected Sustainable Campuses

Education Without Boundaries means:

- Widening access to higher education for individuals who may otherwise not aspire to experience and benefit from it.
- Fighting for improved social mobility and equality, diversity and inclusion in everything that we do.
- Empowering our students to use their lived experience to stand out in their chosen vocation in the workplaces of tomorrow.
- Empowering our staff to innovate in a way that makes a difference academically, commercially and socially.
- Providing physical and digital campus services that foster a sense of community to build networks, peers, friends and connections that set our students up for life.
- Breaking down boundaries that exist within and between academic disciplines, locations and borders.
- Ensuring an equitable focus on local (civic), regional, national and global agendas.



Our faculties

Faculty of Liberal Arts and Sciences

The Faculty of Liberal Arts and Sciences provides courses in architecture, landscape architecture, design, drama, film and media; Humanities and social sciences; and law and criminology.

The faculty is based on the historic Greenwich campus part of a UNESCO World Heritage site in south east London. Students who study here have easy access to the capital's rich cultural life, with world-famous theatres galleries and museums within easy reach. Among the faculty's impressive facilities are industry standard computer labs, video and film making studios, A-100 seat theatre, and a mooted space for law students. Many of its courses are accredited by professional bodies, ensuring students graduate with the skills and knowledge required by their chosen professions.

Greenwich Business School

Greenwich Business School's international focus fits perfectly with today's global economy. It offers dynamic courses that combine academic learning with hands on experience, preparing students for you stressful business careers and leadership roles.

A major benefit of studying at the school is its location. Greenwich Campus is within easy reach of Canary Wharf, one of the world's key financial districts and a major provider of business internships, work experience and placements.

Students choose from a wide variety of courses, including MBAs and research degrees subjects include accountancy and finance, business studies, economics, financial services, international marketing and personnel management. The school works with employers to develop courses that are accredited by the relevant professional bodies.

Faculty of Education, Health and Human Sciences

The Faculty of Education, Health and Human Sciences has provided high-quality education for more than a century.

The faculty focuses on giving students the skills they need to start or boost their careers and meet the requirements of the relevant professional bodies. Many of its students go on to become teachers, nurses, midwives, paramedics, social workers, psychologists and public health professionals, or find other rewarding careers that bring real benefits to society.

Teaching and research facilities range from clinical skills laboratories that replicate NHS wards to innovative spaces for learning to teach PE, design technology, music and science. Tutors are active in research and are leading authorities in their fields.

Faculty of Engineering and Science

The Faculty of Engineering and Science is a hub for innovation on both our Medway and Greenwich campuses. Its students study engineering, construction and the built environment; science; pharmacy; and computer science, mathematics, and games and digital media.

The faculty's close-knit community includes academics who are active in life-changing research with impacts in the UK and around the globe. Teaching is supported by industry-standard labs, a replica pharmacy, crime scene examination rooms, and the range of IT facilities.

Many of the faculty's courses combine academic learning with hands-on experience, including our range of Integrated Master's Degrees with industrial placement.

The faculty includes the Natural Resources Institute, a multidisciplinary organisation that provides award-winning research in areas such as food, agriculture and the environment.





200⁺
undergraduate
courses

1st
Class rating
by the **People & Planet**
University League
for our environmental
and ethical performance
(People & Planet University League 2023/24)



5 Queen's
Anniversary
Prizes for
Higher and
Further
Education

Great things about the University of Greenwich

- We have more than 130 years of experience providing quality education.
- We have won five Queen's Anniversary Prizes for Higher and Further Education. These include a prize for our Natural Resources Institute's ground-breaking work to find smart solutions for pest control in the developing world.
- Our Greenwich Campus is based on a UNESCO World Heritage Site.
- Among our Times Higher Education awards are prizes for Most Innovative Teacher and Outstanding Contribution to Innovation and Technology.
- Nobel Prize winner Professor Charles Kao, pioneer of fibre optics, was educated here.
- We are proud of the diversity of our international student body and our engagement in transnational education. We have over 14,000 students studying in institutions outside the UK, and 30% of our UK-based students were domiciled in other countries..
- In 2018, we established the University of Greenwich International College (UGIC) in partnership with Oxford International. Located in Greenwich, UGIC is an embedded college which offers an exciting range of courses for international students leading to progression to the university.
- We've a 1st class environment rating from the People & Planet University League for our environmental and ethical performance.
- The university is well positioned for attracting students. QS Best Student Cities named London as the world's most student-friendly city in its 2024 rankings.
- We are constantly improving our buildings and facilities to give our students a better university experience. Recent changes include a new home for UGIC that provides more space for teaching and studying and an eco-friendly heating system on Avery Hill Campus.
- Our academic staff includes recipients of the prestigious National Teaching Fellowship, which recognises and rewards individual excellence in teaching in higher education.
- We have won two Guardian University Awards for Research Impact, recognising our world-class teaching and research within the higher education sector.
- Our life-saving research includes projects to reduce loss of life during fire evacuations and develop ways to combat pests and diseases.
- Our alumni excel in every walk of life. They range from lawyer Shabina Begum, a campaigner for the empowerment and protection of women, to composer Guy Penwill, a member of a double Oscar-winning special effects team, and Abiy Ahmed, Prime Minister of Ethiopia and winner of the 2019 Nobel Peace Prize.





The People Directorate at the University of Greenwich

The People Directorate plays a vital role in enabling the University of Greenwich to achieve its strategic ambition of becoming the best modern university in the UK by 2030. With a focus on delivering a supportive, inclusive and high-performing environment for our people, we underpin the university's success through high-quality services, expert advice, and collaborative partnerships.

The Directorate is made up of approximately 54 colleagues working across a range of specialist teams. Together, we are committed to delivering an excellent staff experience and enabling our university community to thrive.

We also prioritise our own team wellbeing and culture. We regularly come together through team meetings and away days to reflect, collaborate and connect. Our wellbeing champions actively organise events and other creative and inclusive activities, to support wellbeing and strengthen our sense of community across the Directorate.

Our Teams and Functions

People Business Partnering

Our Senior People Business Partners work closely with academic and professional service leaders, providing strategic and operational advice. They support change management, workforce planning, employee engagement and the effective delivery of university-wide people initiatives.

People Operations

This team ensures the smooth delivery of essential HR services across the employee lifecycle, from recruitment and onboarding through to leavers and retirement. With a strong focus on service excellence, the team also plays a key role in digitising and streamlining our HR processes through our Horizon Help Desk service.

Staff Visa Compliance

The Staff Visa Compliance team supports the university in fulfilling its responsibilities as a sponsor of international staff. They provide expert advice on right-to-work checks, sponsorship requirements, and visa processes, helping to ensure full compliance with Home Office regulations while supporting the university's international recruitment ambitions.

Employee Relations, Change and Business Analytics

This team leads on casework, change programmes, policy development and data insight. They work closely with stakeholders across the university, including our recognised trade unions, to support fair and consistent employee relations, enable organisational change, and provide meaningful people data to inform decision-making.

Organisational and People Development (OPD)

The OPD team supports the professional and leadership development of all staff. They design and deliver a wide range of learning interventions and development programmes to help individuals, teams and leaders build capability, confidence and impact in their roles.

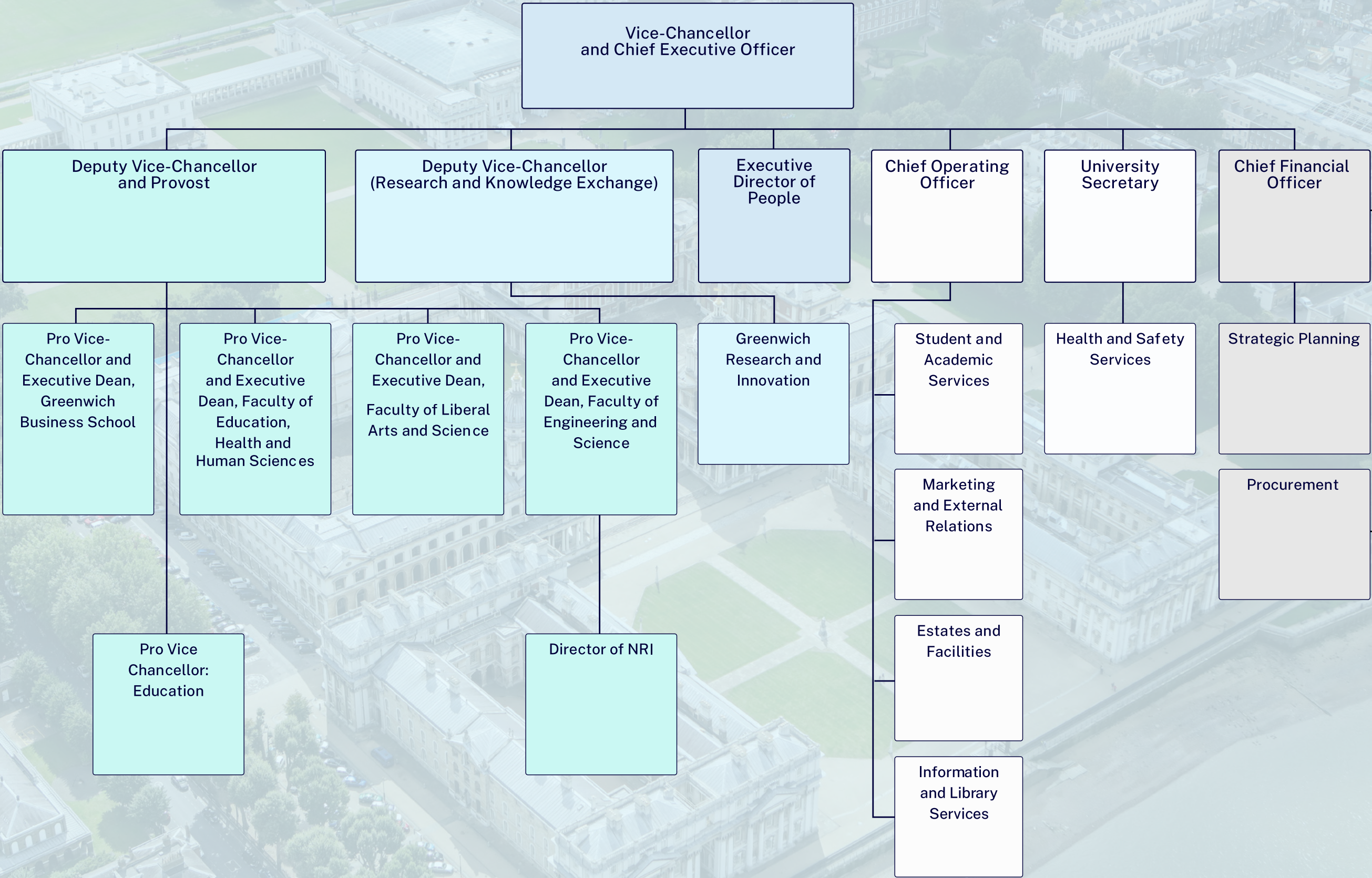
Aspiration

Collaboration, Culture and Wellbeing

The People Directorate supports all areas of the university, working in partnership to deliver people-focused solutions that enable success. Whether improving People systems, leading staff development, or supporting complex organisational change, our teams are united by a shared commitment to service, expertise and continuous improvement.

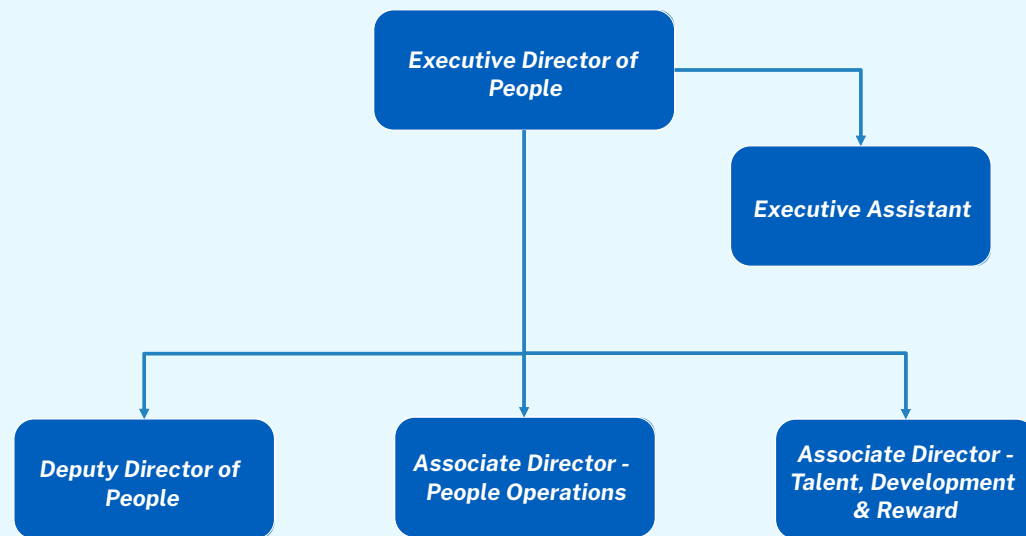
We are also proud of the collaborative and inclusive culture we foster within our own team, where wellbeing, connection and support are central to how we work together.

Senior Line Management Organisation Chart



People Directorate

TOP LEVEL



The role: Deputy Director of People

Grade: Senior Management

Department: People Directorate

Responsible to: Executive Director of People

Responsible for: Leading a team of four Senior People Business Partners, along with the Head of Employee Relations, Change and Business Analytics.

Indirect reports: approximately **54** staff across the directorate

Key contacts: Vice-Chancellor and Senior leadership team, leadership teams within faculties and directorates, legal counsel & trade union representatives.

Purpose of role

The Deputy Director of People will be responsible for delivering and improving key People Directorate services and ensuring that these promote employee engagement and support the strategic priorities of the university. Working closely with the Executive Director of People and the senior leadership team you will contribute to the development of a People function that delivers the university strategy and the People Enabling Strategy.

As Deputy Director of People you will be an effective leader, motivate and inspire, play a significant

role in driving-up practice standards and focus on the continual improvement of aligning the service priorities with the strategic aims of the university. You will be collaborative, innovative with a strategic mind-set and can-do attitude enabling the collective ownership of the directorate priorities and a high performing team culture.

You will be an experienced senior HR professional, acknowledged for successfully leading projects, facilitating change positively that will enable the university to remain a force for good and fit for the future. You will have responsibility for ensuring delivery of People Directorate priorities, working in partnership with senior colleagues and the wider directorate to develop and embed a positive and collaborative approach. You will clearly articulate the strategic vision for the university, ensuring that the directorate priorities, plan, and culture enables the delivery of the people elements of the strategy, to ensure that our students and staff have the best possible experience.

Key accountabilities

- Line management of the Senior Business Partner team and the Employee Relations Centre of Expertise, providing effective leadership and

oversight in these areas, acting as a sounding board and providing technical advice to support the deliverables of the function(s).

- Deputise for the Executive Director of People as required. This will include participating in and leading key strategic projects and priorities across the university working with Faculty and Professional Services Directorates, management of safeguarding matters and casework. Establish and maintain effective governance and reporting arrangements, monitor progress and manage resources and stakeholders alongside risks and issues.
 - Represent the university and/or the Executive Director of People at professional and sectorial meetings with other HEIs or Higher Education Bodies (UCEA, UHR etc). To liaise with other external organisations such as the ECC, Advance HE as required and engage in external networking to raise the profile of the university and ensure it is involved in appropriate professional and sectoral developments.
 - Reporting to the Executive Director of People co-ordinate the development, delivery and review of the annual People Directorate priorities and plan. This will include facilitating a shared services approach, coaching and maximising opportunities for collaboration. Conduct effective planning and performance monitoring, including reporting regularly against agreed KPIs, and developing short, medium and long term plans in response to internal and external factors as required.
 - Work with the Executive Director of People to ensure excellent financial and budgetary management.
 - Work closely with the People Directorate senior leadership team to deliver a co-ordinated and seamless service, ensuring a performance culture for both the directorate and the university and ensuring a high standard of service delivery. Motivate, develop, and empower individual members of the team to realise their potential at both a personal level and as a key contributor to the team's performance.
 - Provide the People Directorate teams with a source of expert advice and support, including encouragement to identify and try innovative approaches to deliver improved services and outcomes and informed by external best practice.
 - Own and manage the People Directorate risk register and maintain effective business continuity plans, managing ad hoc requirements including
- FOI and media queries, participating in incident management frameworks as required and contributing to legislative and policy developments.
 - Keep abreast of legislative changes and development of HR practices which may impact on the university. Recommend changes in university policy and practice ensuring that all services and activities are run in accordance with the university's regulations, policies, and procedures and in line with the expectations and requirements of relevant professional bodies.
 - Support and contribute to the university's annual employment exercises (academic promotion and reward) ensuring their effective planning and delivery and ensuring their continuous development and improvement.
 - Assist the Executive Director of People and Associate Director of Talent, Reward and Development co-ordinating and championing organisation wide people and well-being initiatives, ensuring the systems and processes are in place to support the university's Wellbeing Strategy.
 - Manage data protection requirements and related activity with regards to GDPR and related regulations/legislation within the People Directorate.
 - Work with colleagues to develop solutions to people management and development issues applying a structured change management approach and methodology for the implementation of people change, and support and coach managers to ensure effective change leadership at all levels ensuring the consistent interpretation and application of change management/OD practices.
 - Contribute to quality assurance and enhancement across all activities, including audit reviews within the People Directorate .
 - Responsible for the effective delivery and development of the integrated People system ensuring accurate up to date records are maintained in order that all reports, including the HESA staffing report, are appropriately processed when required.

Generic

- Work as part of the Senior Management Team – recognising that workflows across reporting lines and thereby contribute to matrix management within the Directorate.
- Represent the Executive Director of People where assigned, in meetings, at working groups and with

- both internal and external stakeholders.
- Effectively manage any agreed budget within projected targets.
- Ensure the work is co-ordinated, workloads are evenly distributed, and outcomes evaluated.
- Lead and contribute to processes designed to solicit feedback from and consultations with Faculties and Directorates to increase understanding and commitment to solutions and best practice..

Core Requirements

- Adhere to and promote the University’s policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university’s negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content. .

Additional Requirements

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade. This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that People Directorate delivers the required level of service.

Key performance indicators

- Delivery of People Enabling Strategy to agreed timescales, quality, risks, cost and scope
- Improved customer focus ensuring a seamless approach to the delivery of the service
- Effectiveness of service delivery (measured by customer satisfaction of people management issues addressed/problems solved using post-case management/problem resolution survey)
- Positive customer feedback
- Improved employee engagement scores for People Directorate.

Person specification

Experience:

Essential criteria

- Proven skills and achievements in policy development, displaying analytical thinking, innovation, and problem-solving.
- Excellent report writing skills using both numerical and literary sources.
- Competent user of information systems and records management systems, including the advanced use of Microsoft packages.
- Proven knowledge of pay, grading and job evaluations systems.
- Coaching and mentoring skills and experience or willingness to be trained.
- A clear strategic vision and the capacity to deliver both strategic and operational objectives consistent with that vision.
- In depth experience of developing and managing HR strategies and policies and significant experience of employee relations, recruitment and generalist HR working at a senior level.
- Experienced in dealing with complex employee relations cases and acting as lead advisor to senior managers and staff on policy and process.

- Demonstrable experience of working alongside trade union representatives and consultative groups/committees, preferably within a public sector unionised environment.
- Recent demonstrable experience of handling redundancy and organisational change situations and casework.
- Experience of dealing with Health & Safety issues in relation to employment matters.
- Up to date experience and sound understanding of equality and diversity issues, ideally with experience of carrying out impact assessments.

Desirable criteria

- Experience of working within the higher education sector as a senior HR practitioner.
- Experience of overseeing service level agreements (SLA’s), preferably for recruitment advertising, agency working and/or occupational health services.
- Familiarity with maintenance of HESA data.
- Working knowledge of HERA.
- Experienced mediator or willing to be trained..

Skills

Essential criteria

- Excellent interpersonal, communication, team-working and networking skills.
- Strong project and change management and skills.
- Ability to lead, motivate and develop a team of HR professionals.
- An open and consultative management style.
- Ability to influence and challenge workforce strategies at a senior level.
- Ability to influence decision making at a senior level.

- Ability to provide strategic and expert HR advice as the senior HR Professional to stakeholders.
- Skilled in disseminating highly complex, sensitive or contentious information to a range of audiences.

Desirable criteria

- Mediation and conflict resolution experience.

Qualifications

- CIPD qualified/accredited or equivalent level of experience.
- Educated to degree level with a Postgraduate management. diploma or equivalent experience or training. Further specialist knowledge or experience to master’s level equivalent.
- Evidence of post qualifying and continuing professional development.

Desirable criteria

- Masters/post graduate level qualification in a relevant subject.

Personal attributes

Essential criteria

- We are looking for people who can help us deliver the **values** of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Capable of influencing and building relationships at all levels, as well as the ability to communicate effectively orally and in writing.
- Demonstrate willingness to engage in CPD activities.
- Be an advocate of CPD and practitioner development within the university.
- A keen interest in current affairs and educational policy.

How to apply

For an informal discussion, please contact Senior Research Associate, Edoardo Vachez:

edoardo.vachez@perrettlaver.com

Should you have any recruitment related queries or should you require access to these documents in alternative formats, please contact Principal Project Manager, Simon Epsley:

simon.epsley@perrettlaver.com

For details of the appointment, including further information about the job description, person specification and how to apply, please [visit https://PLusPortal.PerrettLaver.com](https://PLusPortal.PerrettLaver.com) quoting reference **7944**.

Closing date for receipt of applications is **Monday 21st July 2025**.

Perrett Laver will conduct an executive search process in parallel with the public advertisement of the role. Longlisted candidates will be invited to interview with Perrett Laver **w/c 4th and 11th August** and the Selection Panel will subsequently meet to decide upon a final shortlist for the post in early September, following which, visits and interviews with Greenwich will take place in late September 2025.

A competitive salary commensurate with the post and generous terms of conditions of employment will be offered.

We are looking for people who can help us deliver our mission of transforming lives through inspired teaching and research, through our values.

We are committed to building a strong, diverse workforce that reflects the communities we serve. We particularly encourage applications from protected characteristic(s), who are currently under-represented within the University of Greenwich at these levels/within these areas.

We do this through taking positive action such as encouraging applications from Black, Asian and Minority Ethnic, disabled and LGBT+ people. As part of our commitment to **Equality, Diversity and Inclusion, Time to Change Employer Pledge/ Mentally Healthy Universities**, we are committed to promoting and supporting the physical and mental health of all our staff, and removing barriers to improve inclusion.

We encourage applicants to disclose experience of mental health problems so we can support them fully during our recruitment process and make any necessary reasonable adjustments. Any information disclosed will be kept confidential and separate from the job application form.

We are making significant strides to understand and continuously improve our employees' experience and we are committed to implementing progressive diversity talent management.

University of Greenwich
Old Royal Naval College, Park Row, London SE10 9LS
greenwich.ac.uk

