UNIVERSITY of GREENWICH

University of Greenwich

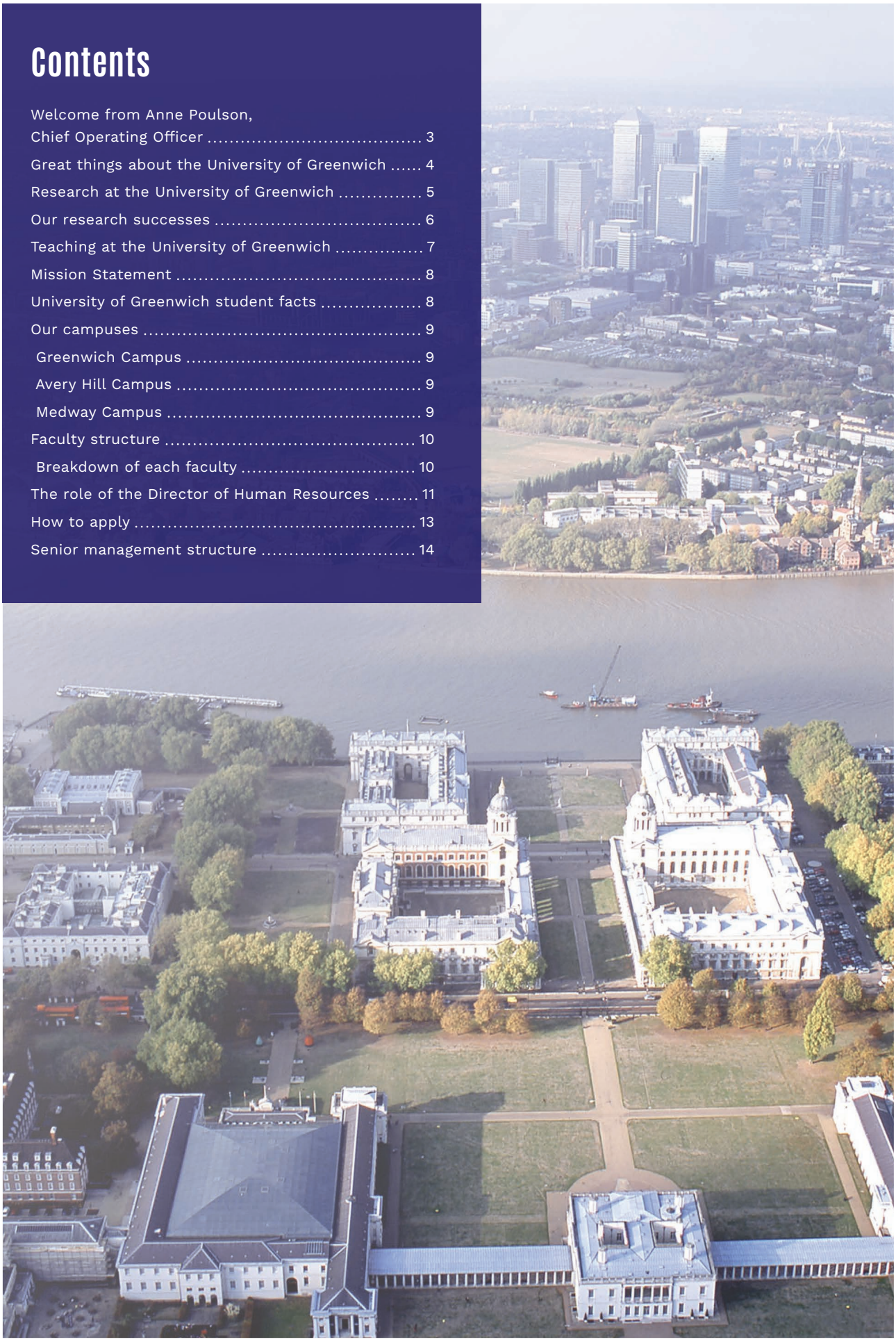
Director of Human Resources



ODGERS BERNDTSON

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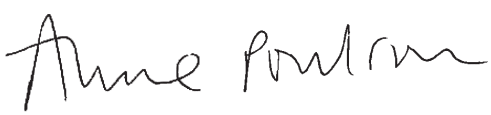


Welcome from The Chief Operating Officer

Thank you very much for expressing an interest in the University of Greenwich. This is an exciting and rewarding place to work and a university which is very much on the up. We are fortunate to have some major assets in our excellent locations, state-of-the-art campuses and facilities, strong finances, attractive portfolio of academic programmes and talented staff.

The University of Greenwich has a growing reputation. One of the largest universities in the capital by student numbers, we are widely recognised for the quality of our learning and teaching, and the experiences our students enjoy. Our research is regularly acknowledged as among the best in the world. Building on these firm foundations, we have developed an ambitious plan for the future centred on academic excellence in all that we do. Our goal is to raise our profile significantly both nationally and internationally by enhancing our already very good research and enterprise, and delivering the best learning, teaching and student experience.

As a member of the Vice Chancellor's Group and working closely with me and my senior team, the Director of Human Resources is a senior, strategic role and the successful candidate will bring significant leadership experience gained within a large, complex, people intensive organisation. By inspiring high standards in people management across the University s/he will further develop our people-centric, high-quality, performance-driven culture. If you are excited by this commitment to excellence and ambition and would like to contribute your expertise, creativity and energy to this leadership position, I would be delighted to hear from you.



Anne Poulson
Chief Operating Officer

Great things about the University of Greenwich

- The Greenwich Campus is based on a UNESCO World Heritage Site, and we are the custodians of 16 listed buildings with special architectural or historic interest
- *People & Planet* have rated the University "*first class*" for environmental and ethical performance
- Nobel Prize winner Professor Charles Kao, pioneer of fibre optics, was educated here. Staff include Professor John Morton, whose research contributed to a Nobel Prize for the Intergovernmental Panel on Climate Change
- We have more than 125 years of experience providing quality education
- We have won four *Queen's Anniversary Prizes* for Higher and Further Education
- In 2016 Jenny Field, Principal Lecturer in the Faculty of Education & Health, was awarded a prestigious *National Teaching Fellowship*, bringing the total among our academic staff to five
- Our award winning £76 million Stockwell Street development in the centre of Greenwich opened in 2014
- We have received nine awards from *Times Higher Education*, recognising Most Innovative Teacher, Outstanding Engineering Research, Outstanding International Strategy and Outstanding Contribution to Innovation and Technology
- Ofsted has rated the quality of training in Primary Education as "*outstanding*"
- We have 38,000 students from more than 140 countries studying for University awards
- The University has two *Guardian University Awards* for Research Impact
- In the last few years Engineering, Law and Maths have been top in student satisfaction nationally
- The University's Natural Resource Institute (NRI) recently won the *Rockefeller Global Cassava Innovation Challenge* valued at $500,000
- We were awarded a *TEF Silver* rating in 2017



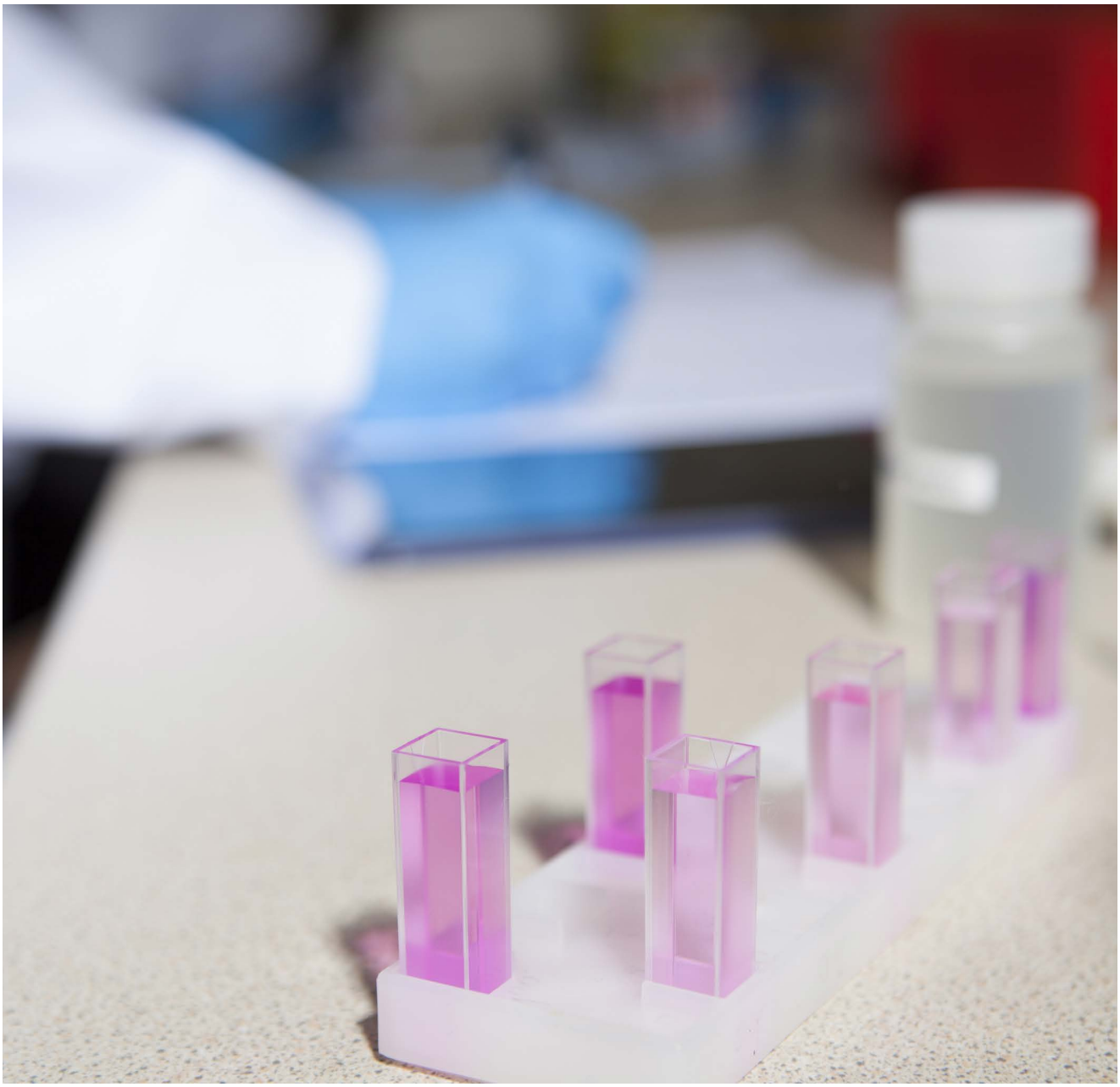
Research at the University of Greenwich

Research and enterprise that serves society and underpins our teaching is central to the work of the University of Greenwich. We have made significant progress in delivering high-quality outcomes over the last five years, enabled in part by a significant rise of over 50% in external research and enterprise funding per year (from £13.4 million to £20.4 million). Almost 40% of our research outputs are the result of collaborations with international authors and institutions, and our combined body of research is attracting over 10,000 citations each year from authors across the world. There has also been a growth in non-journal outputs such as curated exhibitions and creative works. This level of research achievement is improving the recognition of our University across the world.

In the last *Research Excellence Framework* conducted in 2014, the University achieved notable successes, especially in the area of impact, which measures the very considerable societal benefits arising from our work. This type of impact-driven research has led to many awards and distinctions over the last five years, including a *Queen's Anniversary Prize* for Higher and Further Education for the research undertaken by the Natural Resources Institute. We have also sought to model enterprise activity in our research, for example through the University's spinout company, Carbon8, which received a *Queen's Award for Enterprise: Innovation 2017* for its patented Accelerated Carbonation Technology.

In order to develop further, our five-year research strategy aims to increase the prominence of research and enterprise activities across the institution and ensure that these activities are more closely embedded within our teaching and learning. The main focus is to improve our position significantly as a leading UK University by undertaking high-quality research and enterprise that is driven by its beneficial impact in society; extends the global reach of our reputation; strengthens our local roots in the region; and enriches the contents of our educational programmes. We recognise that the innovative, creative, enterprising and entrepreneurial qualities of our staff, students and partners are essential to achieving this vision.





Our research successes

The quality and application of our work has been recognised by several prestigious awards in recent years:

- A breakthrough made by our Natural Resources Institute was named as one of the ten most important discoveries to be made in a UK University over the past 60 years. A Universities UK poll of academics recognised this work on controlling the tsetse fly in Africa, which is helping to combat the fatal sleeping sickness disease
- The Fire Safety Engineering Group, recently won *Guardian Research* and *Times Higher* awards for its work on evacuation signage
- Researchers working on 19 sustainable development and agriculture projects in India helped the University to win the *Times Higher Education Award* for *Outstanding International Strategy*
- In 2016, the University won a *Queen's Anniversary Prize* for Higher and Further Education for its outstanding work on cassava, a tropical root crop which is a staple food in sub-Saharan Africa
- The University won particular praise for research in Agriculture, Computational Modelling, Pharmacy and Nursing in *REF2014*. We also demonstrated considerable strengths in the societal impact of our research with some areas such as agriculture being rated 90%/world leading in this category
- The University's Natural Resource Institute (NRI) recently won the *Rockefeller Global Cassava Innovation Challenge* valued at $500,000

Teaching at the University of Greenwich

The University of Greenwich has a proud history of excellence in higher education, ensuring that all who possess the potential and motivation to succeed, regardless of background, have the opportunity to do so. Our success is evidenced in our strong track record of both achievement and widening participation. University of Greenwich staff frequently win national awards for their excellent teaching, including seven *HEA National Teaching Fellowships*. A distinctive feature of our academic portfolio is the large number of professionally-accredited courses that cover just over half of all our UK students.

We believe that the education we deliver should inspire students and engage them so that they realise their full potential and secure graduate employment. We have a strong commitment to student employability and have made big improvements in outcomes in recent years. Students are valued members of our academic community, and we foster a spirit of partnership as we continue to strive for excellence. In particular, we focus on active learning through problem or scenario-based learning and methods such as flipping the classroom. Importantly, research informs our curricula. Ultimately, we aim for high rates of achievement and success, and are ambitious for both ourselves and our students.

In order to deliver high quality education, our lecturers are supported to develop themselves personally and professionally through the services of our Education Development Unit. The Unit runs a variety of courses, and enables staff to achieve Fellowship of the Higher Education Academy (or equivalent).

Our strong teaching focus means that we have always had a firm commitment to investment in our staff and the development of a vibrant community of scholars strongly focused on teaching excellence. The Learning, Teaching and Assessment Strategy fosters teaching excellence through enhanced curriculum design and delivery, support for excellent practice in assessment and feedback, enhancement of the professional digital capabilities of students and staff, embedding technology-enhanced learning (TEL), and supporting the evaluation and research of educational practice such that teaching is evidence-based and high impact.

The University of Greenwich has long had an international outlook, both in terms of the make-up of our student body and the topics that are studied and researched. We have a large international student population both in the UK and overseas through strong Transnational Education partnerships. We are actively seeking to extend our international profile, partnerships and programmes to ensure that we reflect the global nature of the modern education and business worlds.



Mission Statement

We are achieving our core mission of 'Transforming lives through inspired teaching and research' by:

1. Changing student lives through outstanding teaching and learning.
2. Enhancing science and society with excellent research and enterprise.
3. Delivering a high-quality University experience through engaging campus environments and services.
4. Supporting and developing our staff so that they can reach their full potential and maximise their contribution.
5. Enhancing student employability to optimise prospects for graduate employment and further study.
6. Internationalising Greenwich so that we take our place in a global society.
7. Embedding our values – ambition, creativity, determination, excellence, and inclusivity – in all that we do.

University of Greenwich student facts

	Total
Total Studying in the UK	20,646
Students Studying Wholly Overseas	17,450
Total Students	38,096

UK Based Students 2015 - 2016

Level of study	% of Total
Undergraduate	78%
Postgraduate	22%

Mode of Study	% of Total
Full-Time	72%
Part-time	28%

Age Group	% of Total
Under 21	35%
21 - 24	28%
25 - 29	13%
30 - 39	13%
Over 39	11%

Gender	% of Total
Male	43%
Female	57%

Domicile Region	% of Total
UK	80%
EU	8%
OS	13%

Ethnicity	% of Total
BME	48%
White	51%
Not Given	1%
Total	

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Our campuses

Greenwich Campus

The University's largest campus is at the heart of a UNESCO World Heritage Site and is centred on three baroque buildings designed by Sir Christopher Wren at the end of the 17th century. "More breathtaking than the Versailles of Louis XIV" is how it was described by *The Independent*. The University's Stockwell Street building, Greenwich houses a purpose-built library and new home for the Departments of Architecture & Landscape, and Creative Arts & Digital Professions.



Avery Hill Campus

Set in 86 acres of parkland in south-east London, Avery Hill Campus combines a listed Victorian mansion with modern teaching, living and sporting facilities. A library is housed in the mansion's elegant former ballroom. The student village offers en-suite, online facilities and is home to over 1,200 students.



Medway Campus

The Medway Campus is a centre for teaching, research and consultancy, offering hi-tech facilities in Science, Engineering, Pharmacy and Natural Resources. Business, IT, Paramedic Science and Nursing are also taught here, along with Speech & Language Therapy. The campus, which dates from 1903, is based in splendid redbrick and ivy-clad Edwardian listed buildings.

Faculty structure

To deliver our ambitions, we must have the right academic structures.

The academic work of the University is organised into four faculties that provide:

- An efficient and effective mechanism for institutional alignment, decision making and information dissemination
- A devolved system of academic, financial and other resource responsibility and accountability
- A group of top-class academic unit leaders with the capability to implement all facets of the strategic plan and to drive the necessary changes through the organisation
- A focus on areas of core competency where we have the talent and opportunity to be successful

Each faculty has fully devolved accountability and line management responsibility for all academic, financial and other resource aspects of a key area of University activity. Each faculty is headed by a Pro Vice-Chancellor supported by a Faculty Operating Officer.

Breakdown of each faculty

Faculty	Dept	Student FTE	All Staff FTE*
Architecture, Computing & Humanities	Architecture & Landscape	394	25
	Built Environment	305	20
	Creative Professions & Digital Arts	812	34
	Computing & Information Systems	1127	52
	History, Politics & Social Sciences	337	23
	Law & Criminology	614	33
	Literature, Language & Theatre	545	34
	Mathematical Sciences	382	47
		4595	**345**
Business	Accounting & Finance	613	33
	International Business & Economics	857	43
	Human Resources & Organisational Behaviour	540	32
	Marketing, Events & Tourism	901	38
	Systems Management & Strategy	789	31
		3787	**232**
Education and Health	Adult Nursing & Paramedical Science	874	43
	Education & Community Studies	521	25
	Family Care & Mental Health	838	40
	Psychology, Social Work & Counselling	768	47
	Primary Education	540	23
	Secondary Education, LLTE and PE & Sport	412	22
		3888	**254**
Engineering and Science	Applied Engineering Management	273	24
	Engineering Science	693	41
	Life & Sports Sciences	540	32
	Medway School of Pharmacy	432	34
	Natural Resources Institute	120	76
	Pharmaceutical, Chemical & Environmental Sciences	340	36
		2425	**303**
Grand Total		**14695**	**1134**

*Faculty totals for All Staff FTE also contain Support Staff for each Faculty

Director of Human Resources

Role Description

Reports to: Chief Operating Officer

Member of: Chief Operating Officer's team, Vice-Chancellor's Group, University Executive

Other key contacts: Deputy Vice-Chancellors, Pro Vice-Chancellors, Faculty Operating Officers, Heads of other administrative units, Court

Overall Purpose

- To provide strategic leadership and management for the teams and activities within the Directorate and to consider the optimal operating models
- To be an inclusive and dynamic player in the COO's senior team and work with them on the delivery of an outstanding and coherent infrastructure to support the student experience
- To be innovative, ambitious and solutions-focused for the best service delivery the professional services can deliver
- To contribute intellectual and authoritative leadership to the University in order to achieve our strategic goals and to take accountability for our values and vision
- To represent the University externally in national and international fora
- To develop strong relationships with staff, students, the Trade Unions and external stakeholders working on projects led by, or requiring input from the HR Directorate

Duties and Responsibilities

- Lead and manage the HR function both strategically and operationally for the University ensuring both delivery of best practice and effective and efficient practice related to workforce planning and the design and implementation of optimal organisational structures
- Lead and manage the HR department, providing clear vision and direction, ensuring staff are equipped and motivated to deliver an excellent and customer-focused service
- Responsible for the development and delivery of the University's People Strategy which underpins the new University Strategy and Vision and develop key performance indicators to measure progress
- Work with the Executive to develop a high performing culture for the organisation and to deliver effective and innovative employee engagement especially around change and transformational objectives
- Ensure the delivery of development programmes and initiatives to support the enhancement of staff performance and leadership and management capabilities.
- Support the University in the development and implementation of staff engagement and communication strategies
- Represent the University on employment-related matters and ensure that all legal and compliance issues in relation to staff are managed and supported appropriately
- Lead on equality and diversity for staff including delivering leading-edge practice to ensure staff feel valued, respected and are enabled to achieve their potential
- Assume other duties as required by the Chief Operating Officer

Person Specification

- A commitment to the University's mission and strategic vision and to achieving and delivering ambitious results
- Demonstrable experience of being part of a high-performing team and working collaboratively for optimal achievements
- Strong and sustained experience of line management and the delivery of excellent services
- Significant experience of delivering HR services in a large and complex organisation and of supporting substantive change programmes
- Outstanding record of achievement in innovation and stakeholder engagement and the ability to provide thought leadership in order to champion this area
- Strong influencing and negotiating skills in order to establish credibility and respect and build strong working relationships with both the academy and professional services colleagues
- Evidence of taking proactive and innovative approaches to deliver strategic goals for the whole organisation
- Sophisticated understanding and interpretation of the UK HE policy environment, including trends and practices or demonstrable evidence of an ability to develop quickly such an understanding
- Proven knowledge and application of employment law issues and the ability to apply these to a variety of situations using a pragmatic and balanced approach
- Excellent communication and interpersonal skills

- Ambitious, flexible and persuasive maintaining diplomacy and confidentiality at all times
- Values-driven with a high level of integrity and accountability
- Resilient and willing to implement challenging initiatives
- Strong experience of successful financial management and planning using sophisticated data tools
- A strong commitment to equality and to promoting diversity

Qualifications:

- Educated to degree level or equivalent
- MCIPD or FCIPD
- Evidence of continuing professional development

Please note: this is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee, and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description as may be commensurate with your grade after consultation with you.

How to apply

The University of Greenwich has engaged the services of Odgers Berndtson to whom applications should be sent by the closing date of **Friday 20th October 2017**.

In order to apply, please submit a comprehensive curriculum vitae along with a short covering letter, setting out your interest in the role and details of how you match the required criteria.

Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at **www.odgers.com/64031**

If you are unable to apply online please email your application to **64031@odgersberndtson.com**

All applications will receive an automated response.

Any postal applications should be sent direct to:

Laura Melville, Odgers Berndtson, 20 Cannon Street, London, EC4M 6XD.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process. This will assist the University of Greenwich in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring forms will not be used as part of the selection process and will be treated as strictly confidential.

Following a longlist meeting of the Selection Panel, successful candidates will be invited to attend a preliminary interview with Anne Poulson (Chief Operating Officer at the University) and Peter Viqueira (Partner, Higher Education Practice at Odgers Berndtson). These interviews will take place in Odgers' London Office on the 9th and 10th November.

Final stage interviews at the university will take place on Friday 1st December.

Please diarise these dates accordingly.

For further information and/or confidential enquires please contact:
Kimberley Tiley +44(0)20 7529 6346

Senior Line Management Organisation Chart

UNIVERSITY of GREENWICH

