



# TRURO & PENWITH COLLEGE

## HEAD OF PEOPLE FULL TIME

### Application Information Pack

# Advert

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Full Time

**Head of People** (Truro)

£48,246 – £56,200 per annum (salary commensurate with skill set of successful candidates)

Are you a visionary leader passionate about building dynamic teams and a thriving workplace culture? Join us as Head of People to set the people strategy and implement innovative approaches to leadership, HR and people development that will secure the college's exceptional status for years to come. Create a legacy and make a significant impact on the future of our staff, students and local community.

Serve as a key member of the leadership team and help shape a college where wellbeing, aspiration and performance go hand in hand. You'll be expected to provide strategic insight and direction on all workforce matters, champion a high-performing, people-centred culture, and lead a pro-active, responsive HR function.

A pivotal focus of the role will be introducing a new HRIS system, streamlining HR processes and embedding digital innovation.

With a strong background in performance management, you'll have the ability to support individual growth, continuous improvement and drive organisational excellence. You will play a pivotal role in talent planning, recruitment, and leadership development. Additionally, you will champion an inclusive and engaging workplace culture, ensure compliance with legal and industry standards and guide employee relations.

We're looking for the successful candidate to bring strong leadership skills, experience of change and project management, a solid grasp of employment law, and experience in managing complex employee matters.

CIPD Level 7 - or willingness to work towards it - is expected.

*We offer a generous package with benefits including up to 28 days annual leave plus bank holidays and College closure days, LGPS pension scheme, relocation package, free on-site parking and a variety of on-site benefits and discounts.*

**CLOSING DATE: 12 NOON, MONDAY 2 JUNE 2025**

Curriculum Vitae are not accepted, Application Forms only.

Successful candidates will be notified within 4 weeks of the closing date.

# Job description

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<b>Post:</b>	Head of People
<b>Responsible to:</b>	Senior Management Team Lead for People £48,246 – £56,200 per annum
<b>Salary:</b>	Support Staff Salary Scale Points 47-53 Full Time, 37 Hours per week
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service

**Main Purpose of Job:** Lead the development and implementation of the college's People Strategy, foster a culture of high performance, and serve as a trusted advisor to the leadership team and governors on workforce matters and legal compliance.

Implement and integrate a new HRIS system while spearheading the digital transformation of HR processes and records, ensuring streamlined, effective, and efficient operations.

Ensure best practices in performance management, professional development, recruitment, retention, and employee relations, while upholding legal standards and aligning with the college's values and strategic goals.

Lead and manage a HR & Employee Service that responds to business needs and supports a people-centred culture across the College; whilst planning all aspects of the staff journey and ensuring records are effectively maintained.

Look for opportunities through best-in-class people management to enable the college to continually be an outstanding place to learn and to work.

Lead the HR team to foster trust in both its proactive and reactive services.

## **Specific Duties:**

### **People Strategy & Leadership:**

- Develop and execute a people strategy that aligns with the company's business goals.
- Serve as a trusted advisor to the leadership team, providing insights on talent, performance, and organisational design.
- Champion a high-performance culture that emphasises accountability, growth, and inclusivity.

**Talent Acquisition & Workforce Planning:**

- Oversee the recruitment process, ensuring a strategic approach to attracting top talent.
- Partner with Heads of Faculty and college managers to understand recruitment needs and ensure a diverse pipeline of candidates.
- Lead workforce planning initiatives to ensure the right talent is in place for future college needs.
- Liaise with the Payroll Manager to ensure all payroll processes are timely and correct, including new appointments, contractual variations, terminations and other ad hoc payments or deductions.

**Employee Engagement & Retention:**

- Develop and implement approaches that enhance employee engagement, morale, and productivity.
- Use employee feedback and data (e.g., surveys, exit interviews) to improve the employee experience.
- Create strategies to improve employee retention and reduce turnover rates.

**Organisational Development:**

- Drive initiatives for leadership development, succession planning, and career growth opportunities.
- Support managers with training and tools to effectively lead and develop their teams.
- Foster a culture of continuous learning and development.

**Compensation & Benefits:**

- Oversee compensation and benefits programs to ensure competitiveness and alignment with market trends.
- Partner with finance and leadership to ensure budgets and resources are effectively allocated for employee compensation.

**Compliance & Risk Management:**

- Ensure compliance with the college's legal obligations and industry standards.
- Develop and implement policies and procedures that maintain ethical business practices and mitigate risks.
- Liaise with the Payroll Manager to ensure all payroll processes are timely and correct, including new appointments, contractual variations, terminations and other ad hoc payments or deductions.

**Diversity, Equity, and Inclusion (DEI):**

- Champion diversity, equity, and inclusion across the organisation.
- Develop and execute approaches to ensure diverse talent pipelines and equitable treatment of all employees.

**Employee Relations & Conflict Resolution:**

- Provide guidance on employee relations issues, ensuring fair and effective resolution of conflicts.
- Serve as a point of escalation for sensitive employee matters and ensure consistent application of policies and procedures

**Performance Management:**

- Oversee the performance management process, ensuring employees receive regular feedback, development opportunities, and recognition.
- Implement systems to measure and manage employee performance effectively.

## **General Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. This also provides the post holder with an opportunity to assess if this role is the right fit for them.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

The safe and appropriate use of College data, equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities and general College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Managing departmental budgets in line with college guidance.

# Person specification

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## HEAD OF PEOPLE

Ideally, the person appointed will have the following skills and experience:

### **Person Specification:**

#### **Essential Skills and Qualifications:**

- CIPD Level 7 or willingness to work towards
- Clear record and commitment to continued professional development
- Significant previous experience in HR Management
- Experience handling complex employee issues
- Strong leadership skills
- Strong understanding of employment law, safeguarding, and HR practices in education.
- Exceptional interpersonal and communication skills, with the ability to work with diverse teams.
- Ability to handle sensitive situations with professionalism and confidentiality.
- Proficiency in HRIS systems and Microsoft Office Suite.
- Strong organisational and problem-solving skills.
- Commitment to promoting equality, diversity, and inclusion.

#### **Desirable:**

- Degree in HR, Business Administration, or a related field.
- Experience of leading change and digitalisation of HR systems, data and records.

The College is committed to creating a supportive, inclusive environment for staff and students, ensuring equal opportunities and promoting diversity.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

# Useful Links

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[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

[TRURO AND PENWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

Terms & Conditions

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## **Continuous Service**

Your continuous service dates from the commencement of the contract with the college except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Contract, the pensions scheme and other agreements.

## **Holidays**

Holiday entitlement for this post is up to 28 working days plus college closure days and public holidays.

## **Probationary Period**

The appointment is subject to the satisfactory completion of a 6-month probationary period.

## **Pensions**

The post falls within the scope of the LGPS pension scheme.

## **Commitment to Safeguarding**

Truro and Penwith College is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo a Criminal Record (DBS) Check (Standard or Enhanced depending on the post applied for) and past employment checks.

## **Equality, Diversity and Inclusion**

The College is an Equal Opportunities Employer and is committed to ensuring a culture of valuing diversity and equal opportunities.

## **Data Protection**

By applying for a post at Truro and Penwith College, you are giving your consent for us to process personal information about you. We have legal obligations to fulfil in the way that we deal with that data. We must collect the information fairly, that is, inform you that we will process it for the purpose of recruitment and selection and the employment relationship for the successful applicant. All information will remain confidential and will only be viewed by those involved in the selection process. If you are not successful, then your information will be destroyed after six months in accordance with Data Protection Policy.

# Working for Us

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In recent years the College has won a number of prestigious awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for five years running in the Workplace Health Awards and in 2017, the AoC Beacon Award for Mental Health and Wellbeing & Leading Light Award.

The College is also accredited with Investors in People, Investors in Diversity, Matrix accreditation and Beacon Status.

Located in a stunning county with dramatic coastline, captivating fishing harbours, spectacular beaches and a world class food scene, Cornwall is a great place to live and Truro and Penwith College a great place to work.

## Benefits

- Competitive salaries
- Relocation Package
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- Cycle to Work Scheme
- Generous holiday & sickness entitlements
- Free cash point facility
- Free Library membership
- Free parking at our Truro and Penzance campuses
- We invest in facilities
- We have fun (team days and social events)
- We value staff development
- Free health and wellbeing programme
- Free recreational courses
- Staff Discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- In house leadership and management programme
- Accessible campus and facilities
- Free access to Counselling and Mental Health Advisors
- Workstation Assessments/Occupational Health Referrals
- Excellent facilities onsite for relaxation and rejuvenation at discounted prices – restaurants, coffee shops and salons



# How to apply

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Application forms and details of how to apply for this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

Application forms can be sent to us by email to

[HR@truro-penwith.ac.uk](mailto:HR@truro-penwith.ac.uk)