Recruitment Pack

People and Development Manager

August 2025

**Application Process**

**Personal Specification**

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

**Completing your application**

To apply for this position please send an up to date copy of your CV and a covering letter, to SU-Vacancies@leicester.ac.uk, explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

**Shortlisting**

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

**Interviews**

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

**Job Description**

Responsible for providing leadership of the People and Development function for the Students’ Union, including:

* Managing the operational HR function, to deliver a smooth and efficient service from recruitment to offboarding, while also ensuring organisational compliance with relevant laws and regulations. (50%)
* Overseeing the implementation and application of organisational HR policies, ensuring they are understood and consistently applied by all members of the staff team. (10%)
* Leading on recruitment and selection development processes, to ensure the organisation attracts the highest calibre of candidate possible. (10%)
* Leading on developing a culture of learning and development across the organisation. (30%)

**Managing the operational HR function, to deliver a smooth and efficient service from recruitment to offboarding, while also ensuring organisational compliance with relevant laws and regulations.**

* Provide guidance to managers on dealing with HR-related matters and support the Senior Management Team with HR issues.
* Take lead responsibility for developing and implementing a People & Culture Plan.
* Be responsible for the filing system of the personnel records, ensuring filing is accurate and confidential data is stored securely in line with GDPR and with appropriate controls for access permissions maintained.
* Co-ordinate the leaver process, including acknowledging resignations, calculating outstanding annual leave allowance and maintain records of exit interviews.
* To prepare HR reports and discussion items for the HR & Remuneration Board meeting to ensure Trustees are notified of current HR matters.
* To facilitate conflict resolution where required between members of staff, ensuring accurate records are kept.
* Maintain and develop clear and robust employee relations processes, including co-ordinating the activity of the staff consultative forum, reporting to SMT members on actions for implementation or further discussion.
* Support the Chief Executive Officer in administering and developing the Job Evaluation process and maintain accurate record keeping.
* Monitor holiday, sickness/absence records and report to line management where triggers are reached.
* Lead on the delivery of the yearly appraisal systems including collation of the completed documents and review of training and development trends.
* Lead and/or support, as appropriate, on consultative discussions and negotiations with the recognised trade union or regional officials, if appropriate.
* Managing the HR budget, with specific regard to release of funds for learning and development activity, team socials and occupational health initiatives.

 **Oversee the implementation and application of organisational HR policies and procedures, ensuring they are understood and consistently applied by all members of the staff team**

* To lead on the ongoing development and updating of HR policies and procedures with regards to HR best practice, ensuring full compliance with employment law and legislative changes.
* Provide guidance and interpretation of HR policies and procedures for managers and employees.
* To provide coaching, support and challenge to line managers in the application of HR policies and procedures.

**Lead on recruitment and selection development processes, to ensure the organisation attracts the highest calibre of candidate possible.**

* Enhance and develop recruitment and retention processes to ensure we attract and retain a diverse and talented team of professionals to realise the Union’s strategic plan.
* To support induction for Executive Officers with regard to their status as employees of the organisation.
* Issue offer packs including offer letter, contracts, new starter information and process references for all permanent employees.
* Conduct DBS checks where necessary and ensure all right to work documents for casual and permanent employees are completed and remain up to date.
* Manage the new starter process for permanent staff, from post-interview to day one, and ensure managers give careful consideration to their employee’s induction process.
* Complete a HR Induction with all new starters informing them of Company policies, benefits and important information, updating the induction checklist where appropriate.
* Liaise with the Finance team in relation to the processing of starters and leavers to payroll, as required.

**To lead on developing a culture of learning and development across the organisation.**

* Lead on the implementation of the ‘People’ strand of the Union strategy to develop and implement detailed and robust plans which enhance our people policies and practices and facilitate enhanced commitment, engagement and overall performance of our staff and officers.
* Design and develop an organisation Learning & Development Programme for staff, which addresses organisational needs and supports individual growth and career development.
* Work with the Senior Management Team to oversee a programme of training and continuing professional development.
* Manage and prioritise a programme of wellbeing initiatives with the resources available to the Union.
* Support and develop the organisation in being an inclusive employer, promoting awareness and embedding approaches to equality, diversity and inclusion.

**General**

* Be required at all times to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact with in the course of their duties.
* Maintain at all times any confidential or sensitive information they are privy to in the course of their duties which must not be shared with any unauthorised person unless expressly permitted to do so.
* Conform at all times to Union’s policies and procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
* Be flexible and adaptable where necessary in order to meet the ongoing service needs of the Union.
* To undertake any other reasonable duties and responsibilities as required by the CEO as and when necessary.

**Health & Safety**

* Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

**Person Specification**

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| **Description**  | **Essential** | **Desirable** |
| **Education and Qualifications**  |  |  |
| CIPD Qualified (at least Level 5) and equivalent experience | x |  |
| **Knowledge & Experience** |  |  |
| Experience in a generalist HR role with good knowledge of HR Policy, recruitment, and employee relations. | x |  |
| Experience of advising managers on employment law issues – discipline, absence, capability and grievance | x |  |
| Experience of designing and delivering training or learning development programmes | X |  |
| Management of computerised HR information systems (we currently use Sage HR) | X |  |
| Experience of translating law into best practice employment policy, procedure and advice | X |  |
| Solid technical knowledge in relation to a number of the key areas of the role, e.g. employment law, HR policy, recruitment. | X |  |
| Strong understanding of trends and best practices in HR and people management. | X |  |
| Experience of budget setting and management |  | X |
| **Skills**  |  |  |
| Excellent verbal and written communication skills and ability to relate to people at all levels | x |  |
| Excellent planning and organisational skills and the ability to handle competing priorities  | X |  |
| Self-motivated and with the ability to prioritise own workload | x |  |
| Calm and professional approach to problem solving and skilled at dealing with sensitive issues in an empathic way. | x |  |
| High level of confidentiality | X |  |
| Proficient in the use of Microsoft Office packages | X |  |
| **Attributes** |  |  |
| Willingness and ability to support the values of LSU  | x |  |
| Enjoyment of working with, and understanding of students and a commitment to supporting a democratic and student-led environment |  | X |
| A willing team player with a positive attitude towards change | x |  |
| Ability to work flexibly in a lively environment | x |  |

**Details**

Salary: £38,255.00

Hours of work: 34.5 per week, usually between 9am and 5pm.

Location: Percy Gee Building, University Road.

Contract: Permanent

Reports to: CEO