



Unlocking potential, changing lives

Job Title	Director of People & Culture
Location	Skipton, multi-site
Rate of pay	Management scale 20-23
Post No	A722
Reporting to:	Principal & Chief Executive
Interview date:	Tuesday 12 May 2026

JOB PURPOSE

The Director of People & Culture will provide strategic leadership and operational oversight of the College's People Strategy, ensuring the College attracts, develops, engages and retains a high-performing and values-driven workforce. Working as a key member of the Senior Leadership Team, the postholder will shape and deliver a progressive People & Culture Strategy aligned to the College's Strategic Plan, enabling high-quality education, strong organisational performance and a positive, inclusive culture. Through excellent people leadership and workforce strategy, the postholder will directly support positive student outcomes by ensuring that staff are skilled, motivated, engaged and aligned to the College's educational priorities.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

Strategic Leadership & Governance

- Lead the development and implementation of a college-wide People & Culture Strategy aligned to the College's vision, mission and values.
- Act as a strategic advisor to the Principal, Senior Leadership Team and Governing Body on workforce planning, organisational design and people risk.
- Ensure workforce structures and resourcing models support long-term financial sustainability, efficiency and value for money while maintaining high standards of education and staff wellbeing.
- Use data, workforce insights and staff feedback to inform continuous improvement and evidence-based decision-making in all areas of responsibility.
- Be accountable for progressing, reporting and presenting the College's key HR reports and KPIs to the Senior Leadership Team and Governing body and its subcommittees.
- Ensure the College meets all statutory, regulatory, and audit requirements relating to employment, safeguarding (single central register), and workforce compliance.

Workforce Strategy, Development & Culture

- Lead workforce planning to ensure the College has the capacity and capability to meet current and future needs.
- Provide leadership on organisational change programmes, ensuring staff are engaged, supported and empowered.



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- Champion and lead on organisational development, leadership capability and continuous professional development aligned to the college's strategic plan
- Work closely with the Assistant Principals and Deputy Principal to implement appropriate and effective staff training.
- Lead succession planning across the College, identifying future leaders and to ensure staff have access to developmental opportunities that support the College's long-term organisational capabilities
- Lead cultural and transformational change to improve engagement, performance and wellbeing.
- Lead the team in the delivery of training and support for leaders and managers across the College on all 'People' matters, promoting confident, consistent and values-led people management across the College.

HR operations, Employee Relations & Trade Union Engagement

- Oversee a comprehensive, high-quality and responsive HR service at the College, ensuring compliance with employment law, safeguarding, data protection and sector-specific regulations.
- Oversee the College's payroll service, ensuring a high-quality efficient payroll service that delivers timely and accurate payment of all staff and payroll liabilities in line with legal and audit requirements
- Deliver a supportive business partnering services to leaders and managers focused on being critical friends and trusted colleagues
- Lead the College's end-to-end recruitment activities, including the development and sharing of effective recruitment materials, the efficient management of interview processes, and the timely delivery of onboarding and initial training.
- Ensure inclusive recruitment and development practices that attract, support and retain a diverse workforce.
- Provide senior leadership on complex/sensitive employee relations matters.
- Ensure the timely review, development and implementation of HR policies, procedures and processes in accordance with current employment legislation, statutory regulations, FE sector expectations and organisational developments.
- Maintain a positive work environment by addressing staff concerns and employee relations in a fair and effective manner
- Maintain constructive and professional relationships with recognised trade union representatives.

Equality, Diversity, Inclusion & Wellbeing

- Lead the College's equality, diversity and inclusion strategy and ensure compliance with the Public Sector Equality Duty.
- Monitor workforce equality data and lead action plans to improve representation, accessibility, retention and belonging.



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- Lead and support the implementation of proactive college-wide staff health and wellbeing strategies that support attendance, physical, mental and emotional health and improves staff satisfaction measures.
- Work closely with leaders across the College to ensure wellbeing and inclusion priorities are embedded across the College

Safeguarding & Safer Recruitment

- Ensure robust safer recruitment practices, safeguarding compliance and oversight of DBS and Single Central Record requirements.
- Liaise with the Designated Safeguarding Lead and Local Authority Designated Officer for safeguarding as appropriate

Leadership, Culture & Impact

- The Director of People & Culture will play a central role in fostering a strong, inclusive and high-performing culture across the College, ensuring that leaders at all levels are supported to develop, manage and motivate their teams effectively.
- The postholder will promote high standards of professionalism, fairness and consistency in people management, ensuring that staff workload, wellbeing and development are actively considered and supported. By embedding robust people practices and leadership capability, the Director will help ensure the College is a confident, well-led organisation in which staff are enabled to support and deliver high-quality education and training for learners

Other Duties

- Take responsibility for leading, supervising and managing line reports in line with all college practice and policies.
- To manage and have oversight of the HR budgets ensuring resources are used to provide a cost effective and efficient services
- Attend and chair cross college committees, where required.
- To participate in the College's performance management scheme and undertake professional updating/staff development as required to meet the needs of the Department and College
- To implement the College's range of safeguarding policies and procedures, to promote a safe environment for children and young people learning at the College to ensure the health, safety and welfare of all students and staff; be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults
- Support the College in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work
- All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places learners at the heart of what we do. Therefore, all staff are expected to contribute to support colleagues who may have





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more day-to-day contact with learners. These include supporting key processes which enhance learners' experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.

- To carry out any other duties commensurate with grade and status as may reasonably be requested by the Principal

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.



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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

Qualifications

- Educated to degree level in a related subject area or equivalent professional experience
- CIPD Level 7 qualified and evidence of continuous membership.
- Chartered Membership of CIPD as a minimum or Masters level in HRM
- Minimum of Level 2 in English & Maths

Knowledge & Experience

- Significant senior HR leadership experience within a complex organisation
- Extensive and up to date knowledge of employment law legislation and its practical application within organisational policy and practice
- Experience of successfully designing and delivering high-quality HR/people related strategies, policies, processes and procedures that balance staff and organisational needs.
- Experience of developing and delivering people and workforce strategies that improve culture, engagement, performance and wellbeing
- Experience of working with leaders at all levels in delivering effective change management within a complex organisation.
- Proven experience of leading organisational change and cultural transformation
- A proven track record of building and sustaining effective relationships with internal and external stakeholders.
- Demonstrable experience of advising and managing complex employee relations cases.
- Experience of leading recruitment and other organisational processes.
- Knowledge of EDI matters and wellbeing practices and a commitment to developing and promoting these.
- Experience of financial and budgetary management with an ability to understand, manage and interpret budgetary and other financial information

Skills & Attributes

- The ability to analyse and navigate challenging HR and people-related issues effectively, presenting effective solutions for resolution.
- The ability to communicate effectively in both written and verbal form to a wide range of audiences and stakeholders.
- Strong leadership skills, demonstrating the ability to provide direction, motivate and inspire confidence and commitment from other and lead a high performing team,

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- The ability to demonstrate a creative and collaborative approach to problem solving, planning and development.
- The ability to lead change and make decisions that will positively impact people-related service delivery.
- An adaptable, flexible, and positive approach to work
- Strong data handling and analytic skills.
- Personal resilience and an ability to deal with ambiguity, work under pressure and to take decisive action to deliver the outcomes needed to succeed
- Experience in the competent use of Microsoft programmes, Payroll and HR database systems.

Other requirements

- Able to travel independently between college sites and other external venues
- Clean Enhanced DBS record
- Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Evidence of continuing professional development

Desirable Requirements

- A background in HR leadership within the further education or wider education sector.
- Good knowledge of FE terms and conditions including Local Government and Teachers Pensions Schemes
- Experience of overseeing payroll functions.



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CONDITIONS

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post





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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

