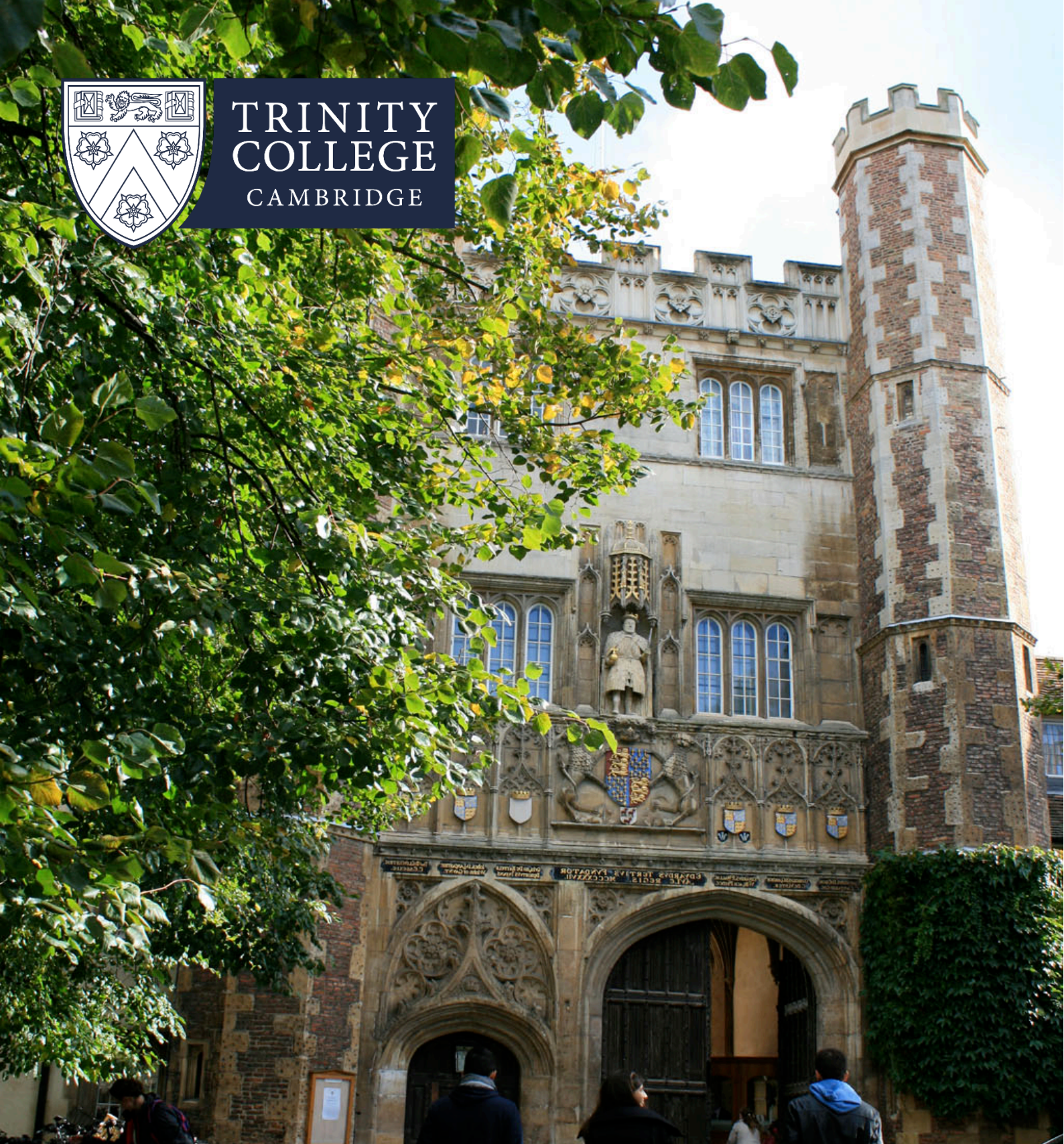




TRINITY
COLLEGE
CAMBRIDGE



**APPOINTMENT OF HUMAN RESOURCES DIRECTOR
TRINITY COLLEGE CAMBRIDGE
NOVEMBER 2019**

Saxton Bampfylde

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“Trinity exists to give its members a rewarding, richly resourced, and intellectually inspiring place in which to pursue their education and research.”



INTRODUCTION

Trinity was founded by Henry VIII in 1546, when he combined two existing colleges (King's Hall and Michaelhouse) and seven hostels (Catherine's, Garratt, Gregory's, Ovyng's, Physwick, St Margaret's, and Tyler's).

Princes, spies, poets and prime-ministers have all been taught here, and members of the College go on to a very wide range of professions and careers after taking degrees in all the subjects the University offers.

Famous figures associated with Trinity in the late 19th and early 20th centuries include James Clerk Maxwell, author of the theory of electromagnetism; J.J. Thomson and Ernest Rutherford, two of the pioneers of atomic physics; the historian G.M. Trevelyan; philosophers Bertrand Russell and Ludwig Wittgenstein; Jawaharlal Nehru, the first Prime Minister of India; and the novelist Vladimir Nabokov.

Life at Trinity has changed greatly over the centuries, but the strong academic tradition has been maintained. In science and economics, for example, Trinity has provided 32 Nobel Prize winners since they were first awarded in 1901. Today the College is part of a forward-looking University renowned for the excellence of its teaching and research.

Trinity Today

Professor Dame Sally Davies DBE FRS FMedSci was appointed Master of Trinity during the 40th anniversary of co-education at the College. Formerly the Chief Medical Officer for England and Chief Medical Advisor to the UK Government, Dame Sally is a Fellow of the Royal Society and a Fellow of the Academy of Medical Sciences. She was made Dame Commander for services to Medicine in 2009.

'We are seen as a citadel of excellence. We need to continue that but be seen to be part of a broader community and show our relevance and our impact, scientific and cultural, on society at large. The research at Trinity does lead – often it takes many years – but it leads to changes and advances for society; and the education we give people makes them into potential future leaders across all areas of life.' Dame Sally Davies

Trinity has flourished and grown, and is now a home to around 600 undergraduates, 300 graduates, over 180 Fellows and some 400 staff.

College life is lively and diverse, with students coming here from all over the world as well as from all kinds of different schools in the United Kingdom.

Trinity College operates as a charity with a £1.5 billion endowment: it is important that Trinity continues to raise funds to remain competitive as a world-class institution. The College has many financial responsibilities: maintaining students and research (£12,000 per year per undergraduate), offering scholarships and awards (£4m per year), the provision of pastoral support, maintenance and renewal of the building, as well as allocating 20% of its budget to provide for student support and teaching across the University.

The College operates under three executive officers:

- The Senior Tutor (academic and pastoral)
- The Senior Bursar (investment);
- The Junior Bursar (internal running of the College – support staff, buildings, accounts).

The historic titles 'Senior' and 'Junior' Bursar do not imply any hierarchy, and the roles do not overlap significantly. The officers are members of and report weekly in term time to the College Council, chaired by the Master, which also includes the Vice-Master and nine elected Fellows. The Council, which is the Board of Charity Trustees of the College, scrutinizes the recommendations of the officers and makes the formal decisions following from them.



THE ROLE

Trinity College wishes to appoint an outstanding individual to the post of Human Resources Director, who will work with the other officers in the leadership of the College to enhance our provisions of education, learning and research.

Purpose of The Role

The successful candidate will be responsible for providing the strategic and operational HR service to support the College in recruiting, retaining and developing outstanding staff. They will also ensure that a professional, effective and approachable HR service is provided to College Fellows and staff in support of the academic aims of the college and its wider operational activities. This spans over 370 members of staff, and all relevant HR and personnel strategy and operations.

Main Responsibilities

- Ensure that the recruitment, selection, induction and retention processes are exemplary, with the aim of employing the highest quality of staff; and specifically involved in the recruitment of Heads of Departments and other specialist staff.
- Provide expert advice on all aspects of HR, specifically to Responsible College Officers and Heads of Department, including College policies, procedures and legislative requirements, ensuring that the processes operate efficiently and best practice is exercised.
- Ensure that all College policies and procedures comply with current employment law and other HR related guidance, as well as anticipating and advising on actions required to comply with future legislation, ensuring that all policies and procedures are reviewed and updated on a regular basis.
- Provide strategic leadership on important, College-wide programmes and projects, for example on fair pay policy, job evaluation and staff morale and engagement, bringing together the appropriate personnel, legal, regulatory and wider expertise and experience.

- To evaluate, manage, provide guidance and support on the implementation of pay, conditions of service and the job evaluation system of the College, including preparation and advising the Stipends Committee, Staff Committee and Council meetings on pay rates and employment benefits.
- Lead on the development of a high-performance culture in the College, supporting RCOs and Heads of Department in the implementation and maintenance of an effective performance management processes.
- Manage the strategy for the development of staff in line with College objectives, together with individual potential and aspirations.
- Take strategic HR responsibility for equality and diversity, ensuring that policies and processes demonstrate best practice in line with College values.
- Provide regular reports, statistical data, information and advice to managers, Responsible College Officers and Heads of Department to enable them to manage their departments and make informed decisions.
- To provide an HR service to Fellows, potentially including advice on compliance with UK Visa and immigration processes, communications, pay and conditions of service (College stipends) and benefits, and advice for those leaving the Fellowship, transitioning to Title E (retired Fellows) membership, or completing their employment with the College.
- Attend the College's Staff Committee meeting, providing direct support to the Secretary (Junior Bursar) including meeting organisation, preparation of management reports and production of draft minutes.
- Undertake regular reviews of College Statutes and Ordinances relating to HR matters to ensure that they are up to date and consistent with HR policies.
- Undertake staff surveys and focus groups to assess the climate and satisfaction amongst College staff and provide recommendations to improve staff engagement.
- Provide support and advice to all members of College for organisational change projects in order to meet College objectives and to improve efficiency and effectiveness.
- Ensure the effective delivery of financial aspects, including the setting and administration of the department budget as well as the budgets for College training and medical services.
- Have operational oversight of the work of the HR Department, developing the staff to deliver excellent service to the wider College through setting and monitoring high performance standards.

The current Human Resources team comprises of two senior HR Advisers and a Human Resources Assistant. In addition to this, the College lawyers provide support on specific issues. The Director of HR will be responsible for this team and will report into the Junior Bursar.



PERSON SPECIFICATION

The College are seeking to appoint an exceptional individual, who brings a breadth and depth of experience in HR. In particular, Trinity would like to advance its thinking around the attraction of talent, development and succession planning. The successful candidates will bring a deep and current understanding of best practice, as well as the strategic scope and vision needed to think creatively and innovatively as to finding new ways of working and promoting collaboration. Experience of working across an organisation of comparable scale will be advantageous, as will the ability to bring together academic and non-academic staff behind a shared and common values set and strategy, though prior experience within the higher education sector specifically is not a requirement.

The successful candidate will play a key role in ensuring the values and ethos of the College are embedded in all areas of everyday life, as such they will be both sensitive to the heritage and traditions of the College, whilst bringing innovative approaches and new thinking to the College as required.

The leadership of a college such as Trinity has consensus-building at its heart, and all candidates must understand the nuances of working with a governing body.

Candidates will be able to demonstrate the following:

Experience

- A proven track record of working at a senior level in HR in a SME or equivalent, for example in the third sector, on providing full HR support for recruitment and selection, pay and benefits, training and development, policy and procedures.
- Experience of the co-design and implementation of organisational strategies, where people and culture form a key component.
- Experience of delivering a people-orientated strategy that works across all levels of an organisation.
- Experience of leading on recruitment and retention to support a performance culture.

- Experience of establishing training and development programmes that have contributed towards an organisation's ability to achieve its goals.
- Experience of creating and managing effective people processes and systems to meet organisational objectives.
- Experience of establishing and setting KPI's that monitor the effectiveness of performance and organisational development.
- Experience of the use of data in improving the organisation's ability to manage its workforce.
- Experience of successful budget planning and financial decision making.
- Previous experience of senior leadership and/or reporting at Board level.

Knowledge and skills

- The ability to contribute to and develop a senior leadership team: leading by example to motivate team and College staff.
- The ability to lead on the development of a culture that has the strategic priorities of the organisation at its heart, where employees are connected through a common commitment to the cause.
- An inspiring, vision-driven leader with proven ability to work collaboratively with peers to successfully realise the overall goals of an organisation.
- An innovative leader who regularly asks, 'How could I/we do this better?' and acts on the responses.



- The ability to think creatively and strategically – an “ideas” person able to produce solutions to complex and long-term problems, in response to change, and in relation to organisational plans.
- A team player at all levels who builds relationships and collaborates across organisational boundaries in complex environments.
- Ability to apply HR as a managerial tool to turn around individuals and teams, through incentives and rewards as well as enriching their working experience.
- Experience in coaching managers as leaders and in the application of HR excellence.
- Excellent knowledge of employment law and HR best practice.
- Excellent IT skills, including use of Microsoft Office applications, use of databases and electronic document management and compiling reports, including analytics.
- Good numeracy and financial understanding.
- Excellent communication skills, verbal and written.
- Ability to produce concise reports and papers.
- Skills to use technology effectively and creatively to enhance and develop new administrative systems.

Personal Qualities

- A clear sympathy with the aims and purposes of Trinity College.
- Team-focused, able to work independently but always with the best interests of the College at heart.
- Highly developed interpersonal skills – able to communicate and cooperate with people at all levels and establish and maintain good working relationships.
- Able to maintain high standards of confidentiality and discretion at all times.
- Have strong influencing skills to help drive forward new ideas.
- Excellent organisational skills and able to use own initiative and develop innovative solutions, providing colleagues and Senior Members with advice and solutions to routine day-to-day problems or issues as they arise.
- Ability to handle a diverse workload, prioritise and meet targets and deadlines and work calmly under pressure.
- Skill and sensitivity in dealing appropriately with others and with difficult and delicate situations.

Terms of Appointment

- Salary will reflect the seniority of the role and will depend on skills and experience.
- The successful candidate will be based at College.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to **Trinity College Cambridge** on this appointment.

Candidates should apply for this role through our website at **www.saxbam.com/appointments**, using code **KABSG**.

Click on the **'apply'** button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Saturday 14 December 2019**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



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