



DIOCESE OF NOTTINGHAM

DIRECTOR OF PEOPLE

APPLICATION PACK



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



**St Ralph
Sherwin**

Catholic Multi Academy Trust



**—ST THOMAS—
AQUINAS**

CATHOLIC MULTI-ACADEMY TRUST

Director of People

From the Director of Education

On behalf of Bishop Patrick McKinney and the Members of our diocesan Catholic Multi-Academy Trusts, I would like to welcome you to the Diocese of Nottingham!

I am so pleased that you are interested in finding out more about this really exciting role working with our diocesan CMATs and the Nottingham Roman Catholic Diocesan Education Service (NRCDES).

The Diocese of Nottingham covers most of the East Midlands and has a strong tradition of providing an excellent Catholic education to around 29,000 children and young people in 84 maintained schools (69 primary and 15 secondary). We employ around 4,000 staff within our three Catholic Multi-Academy Trusts.

Our Lady of Lourdes, covering Nottingham city, Nottinghamshire and all of Lincolnshire.

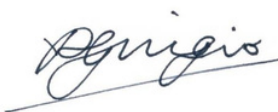
St Ralph Sherwin, covering Derby city, Derbyshire, Staffordshire and Stockport.

St Thomas Aquinas, covering Leicester city, Leicestershire and Rutland.

The Catholic Church teaches that we are all created in the image and likeness of a loving God. This means that all human beings – without exception – have great personal dignity. Catholic education is committed to the formation of the whole person – so their moral, physical, spiritual and emotional development is just as important as their academic development. Catholic schools are not just for Catholics, we welcome pupils and staff from all faiths and none. In our schools, each person is called to enter into a relationship with Our Lord Jesus Christ through prayer, liturgy and the celebration of Mass

Whilst being a Catholic is not a requirement for this post, the successful applicant must be willing to both support the Catholic life and mission of our CMATs and schools and also uphold our Catholic values in all aspects of their work.

Please do take a close look at this application pack and feel free to contact us to find out more. I wish you every success with your application.



Peter Giorgio
Director of Education

Director of People

From the Chief Executive Officers

Welcome to our diocese!

We enjoy a unique, highly-regarded, collaborative relationship as three sister CMATs within the Diocese of Nottingham. In 2018, we committed to retaining national terms and conditions for all of our employees.

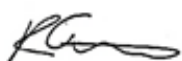
We believe in the transformational power of Catholic education and the critical role our staff play in improving the life chances of our children and young people.

Following the retirement of our highly successful HR Director, we are seeking to appoint a Director of People. The Director of People will lead on the development and implementation of a diocesan wide, sector leading People Strategy and drive the provision of a forward-thinking, responsive and progressive HR service whilst ensuring that all CMATs are compliant with policies, procedures and best practice.

This is a unique and exciting opportunity for someone looking for the next step in their HR career to work across the education sector serving 84 schools. The successful applicant will need to be CIPD qualified at Level 7 (or equivalent experience at senior HR level) together with the ability to demonstrate creative and strategically strong HR leadership skills and competence alongside proven senior leadership experience of delivering positive change, building motivated teams and contributing at executive board level.

The Director of People will be employed by one of the CMATs but will work across all three and will be responsible for the line management of the three HR functions. The Director of People will enjoy close working relationships with us as CEOs, colleagues in other central functions, headteachers, the CMAT Boards and the Director of Education for the Diocese of Nottingham. In addition to a competitive salary, there is a pension scheme, generous holiday, agile working and professional development.

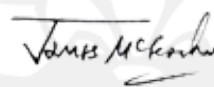
We look forward to working with you.



Kevin Gritton
CEO - St Ralph Sherwin



Neil Lockyer
CEO - St Thomas Aquinas



James McGeachie
CEO - Our Lady of Lourdes

Contractual DETAILS

| | |
|------------------------|--|
| Reporting to | Chief Executive Officers (CEOs) for the three Catholic Multi-Academy Trusts in the Diocese of Nottingham |
| Responsible for | Head of HR/HR Manager(s), HR Adviser(s), HR Assistant(s) and HR Apprentice(s) |
| Liaising with | The diocesan strategic HR advisory committee, the Trust Boards, sub-committees of the Trust Boards, the CEOs, the Finance/Operations Directors, Headteachers, other colleagues, NRCDES, Directors, Governors, Trade Unions and suppliers |
| Grade/Salary | E4 (Scale Points 71-77) £90,595 - £102,570 |
| Contract | This is a full-time, permanent post |
| Hours of work | 37 hours per week (additional hours may be required to meet the requirements of the role) |



Job DESCRIPTION

Core Purpose

- To lead and communicate the diocesan people strategy and to work with CEOs to ensure that the diocesan people strategy is reflected in CMAT strategic plans and people strategies ensuring sustainability of the centralised HR service to support the aspirations for all Catholic academies to become outstanding.
- To serve on the executive leadership teams, supporting the integration of the wider people strategy into individual CMAT strategic plans and providing an effective and efficient workforce to meet the CMATs' goals.
- To lead on the provision of a forward thinking, responsive and professional HR service; ensuring all the CMATs and academies remain compliant with employment law, aspects of health and safety, national/regional/local conditions of service, policies/procedures, Bishops' Memoranda and best practice.



Job DESCRIPTION

Specific areas of responsibility and key tasks

Strategic HR Leadership

- To shape, align and deliver the overall people strategy to ensure the effective implementation of the plan for all three Catholic Multi-Academy Trusts and Catholic academies in the Diocese of Nottingham.
- To direct and successfully develop the strategic and innovative use of leadership, teaching and support staff resources, to deliver agreed objectives and maximise financial performance.
- To deliver continuous improvement of standards/efficient HR processes and added value initiatives across the three regional CMATs.
- To embed a clear interpretation of employment and other legislation, Bishops' Memoranda, CES policies/procedures and regional conditions of service, to ensure these are reflected in the people strategy and implemented in policies, procedures and practices to support the vision for all Catholic academies.
- Leading the analysis of employee feedback and data with the aim of creating a better working environment and engaged culture, such as developing and implementing Trust wellbeing and health policies and initiatives.

Continuous Improvement

- To champion a culture of continuous improvement by shaping and influencing people strategy. To raise awareness of the need for change to ensure academies operate at optimal efficiency in the disciplines of recruitment, retention, talent, induction, culture change, performance management, etc.
- To ensure the outcomes of HR initiatives and programmes are delivered on time and within defined costings.
- To ensure that HR issues are anticipated and identified at an early stage and are considered as part of ongoing plans, to ensure the 'right people, right time, right place, right cost' aim is met.
- To perform a leadership role by successfully transforming the HR brand, image and function in the three CMATs.

Job DESCRIPTION

- To ensure Catholic Education Service (CES) contracts and the national/regional/local policies and procedures are compliant with relevant employment law/legislation, equality law, best practice and Bishops' Memoranda.
- To pro-actively drive related HR projects where development and positive change will bring additional benefits to all Catholic academies in the CMATs.
- To act as a change agent and champion of HR initiatives across the three regions gaining buy-in from key stakeholders.
- To challenge and coach leadership on how to effectively engage teaching and support staff and build people capabilities across Catholic academies in the Diocese of Nottingham.
- To provide a Trust level impact and risk assessment to positively influence and ensure the joint review of HR policy and procedures.
- To ensure HR solutions are lean, embedded, consistent and compliant.
- To work closely with the Head of Payroll and Pensions and the Chief Operating Officer (at the Our Lady of Lourdes CMAT) to support the effective delivery of the Payroll and Pensions service.

HR Performance and Customer Satisfaction

- To ensure the Service Level Agreements (SLA) with all CMATs are delivered in line with agreed targets and ensure customer satisfaction with the HR service is consistently excellent.
- To provide robust Key Performance Indicators and performance reports to the CMAT Boards and CEOs.
- To ensure regional pay and innovative reward strategies are consistently embedded to support positive employee engagement and improve retention.



Job DESCRIPTION

Employee Relations

- To co-ordinate advice to the CEOs, NRCDES, HR Manager(s) and lawyers with regard to highly complex and sensitive employment negotiations and/or terminations, such as risk assessment, appeals and employment tribunals.
- To develop a constructive relationship with all recognised Trade Unions and Professional Associations through effective consultation, facilities time arrangements and negotiation channels.
- To protect the interests of the CMATs, academies and the NRCDES in accordance with HR policies, the Academy Trust Handbook, safeguarding responsibilities, governance, education laws and regulations.

Leadership and Management Engagement

- To lead and present at regular consultation forums/groups covering a wide range of topical HR subjects, often where large audiences are present and where strong influencing skills will be required.

HR Training and Development

- To ensure the professional development needs of the HR team are met and aligned to the overall HR capability requirements and high standards.
- To devise and implement an effective succession strategy for the HR teams.

Compliance

- To ensure any relevant legal, regulatory, ethical and social requirements are compliant and consistently applied.



Job DESCRIPTION

Additional Requirements

- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding.
- To be respectful of and support the development of the Catholic ethos of the Diocese of Nottingham and the three CMATs.

The Catholic Multi-Academy Trusts within the Diocese of Nottingham are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trusts will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post



Person SPECIFICATION

Key: E = essential criteria and D = desirable criteria

CRITERIA

| | |
|--|----------|
| TRAINING AND QUALIFICATIONS | |
| Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English | E |
| Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification | D |
| CIPD qualified at level 7 or equivalent experience at senior HR level | E |
| CIPD membership at Fellow level | D |
| Management training or post graduate qualification | D |
| Evidence of commitment to continuing professional and personal development of self and others | E |
| EXPERIENCE | |
| Significant senior HR experience, such as Business Partner and/or HR Director level capability | E |
| A proven track record in the successful delivery of HR solutions in a challenging environment | E |
| Strong knowledge and / or experience of the education sector | E |
| Excellent relationship management skills up to board level | E |
| Experience of implementing HR and people strategies that address specific requirements that are fully supportive of educational needs and expectations | E |
| Experience of working within a complex matrix organisation | E |
| Strong experience of employment law and governance legislation relating to the sector | E |

Person SPECIFICATION

Key: E = essential criteria and D = desirable criteria

CRITERIA

| | |
|---|----------|
| EXPERIENCE | |
| Experience of delivering positive change within a centralised HR service | D |
| Familiarity with operating Catholic Education Service (CES) policies/procedures and national conditions of service | D |
| Excellent project management, planning and execution skills | E |
| Familiarity with presenting to and influencing large audiences and leading consultation groups, such as trade unions and head teacher forums | E |
| Strong financial capability and diagnostic skills with the ability to monitor and interpret workforce trends/issues via metrics to support the case for HR initiatives and translate these into people solutions that deliver agreed plans/goals for the three Trusts | E |
| PROFESSIONAL KNOWLEDGE AND SKILLS | |
| Evidence of continual professional development | E |
| A strategic thinker and influencer, with the ability to innovate and use initiative | E |
| Ability to engage stakeholders and secure support for HR ideas and policies to enable effective execution and solutions | E |
| Excellent influencing skills, able to communicate sensitively and robustly with HR issues to ensure the best outcome for young people | E |
| Able to understand different cultures and expectations whilst not losing sight of the imperative for organisational development and proactively support Trust priorities | E |
| Team player, understanding the need to work with all levels of influence and seniority | E |
| Able to formulate concise, relevant KPIs and performance measures within a complex environment | E |
| Excellent personal and team time-management capabilities | E |

Person SPECIFICATION

Key: E = essential criteria and D = desirable criteria

CRITERIA

| | |
|--|----------|
| PERSONAL ATTRIBUTES | |
| Willingness to support the Catholic life and mission of the CMATs and academies | E |
| Ability to command credibility and respect | E |
| Emotional resilience | E |
| Ability to self-evaluate and reflect | E |
| Able to adapt to changing circumstances and new ideas | E |
| Attention to detail | E |
| Positive attitude and solution-focused approach | E |
| Ability to be respectful and promote inclusion and diversity | E |
| Good analytical and diagnostic skills | E |
| SAFEGUARDING | |
| Understanding of responsibilities of the Trust and academies in ensuring compliance with all relevant safeguarding legislation | E |

Our SCHOOLS



| <i>Primary Schools</i> | |
|--|---------------------------------|
| Blessed Robert Widmerpool, Clifton | St Joseph's, Cleethorpes |
| Good Shepherd, Arnold | St Joseph's, Langwith Junction |
| Holy Cross, Hucknall | St Joseph's, New Ollerton |
| Holy Trinity, Newark | St Margaret Clitherow, Bestwood |
| Our Lady of Good Counsel, Sleaford | St Mary's, Boston |
| Our Lady and St Edward's, Nottingham | St Mary's, Brigg |
| Our Lady of Lincoln, Lincoln | St Mary's, Grantham |
| Our Lady of Perpetual Succour, Bulwell | St Mary's, Grimsby |
| Sacred Heart, Carlton | St Mary's, Hyson Green |
| St Augustine's, Nottingham | St Norbert's, Crowle |
| St Augustine Webster, Scunthorpe | St Norbert's, Spalding |
| St Bernadette's, Scunthorpe | St Patrick's, Mansfield |
| St Edmund Campion, West Bridgford | St Patrick's, Wilford |
| St Hugh's, Lincoln | St Philip Neri, Mansfield |
| St Joseph's, Cleethorpes | St Teresa's, Aspley |

Our SCHOOLS



| <i>Secondary Schools</i> | |
|--------------------------|-------------------------------|
| All Saints', Mansfield | St Peter and St Paul, Lincoln |
| Christ the King, Arnold | The Becket, West Bridgford |
| St Bede's, Scunthorpe | The Trinity, Nottingham |

Our SCHOOLS



| <i>Primary Schools</i> | |
|------------------------------|--------------------------|
| All Saints', Glossop | St John Fisher, Derby |
| Christ the King, Alfreton | St Joseph's, Derby |
| English Martyrs', Long Eaton | St Joseph's, Matlock |
| Holy Rosary, Burton | St Margaret's, Gamesley |
| St Alban's, Derby | St Mary's, Derby |
| St Anne's, Buxton | St Mary's, Glossop |
| St Charles', Hadfield | St Mary's, Marple Bridge |
| St Edward's, Swadlincote | St Mary's, New Mills |
| St Elizabeth's, Belper | St Thomas', Ilkeston |
| St George's, Derby | The Priory, Eastwood |

| <i>Secondary Schools</i> | |
|-------------------------------|---------------------------|
| Blessed Robert Sutton, Burton | St Philip Howard, Glossop |
| St Benedict, Derby | St Thomas More, Buxton |
| St John Houghton, Ilkeston | |

Our SCHOOLS



| <i>Primary Schools</i> | |
|----------------------------|--------------------------------|
| Bishop Ellis, Leicester | St John Fisher, Wigton |
| Christ the King, Leicester | St Joseph's, Leicester |
| English Martyrs', Oakham | St Joseph's, Market Harborough |
| Holy Cross, Leicester | St Mary's, Loughborough |
| Holy Cross, Whitwick | St Patrick's, Leicester |
| Sacred Heart, Leicester | St Peter's, Earl Shilton |
| Sacred Heart, Loughborough | St Peter's, Hinckley |
| St Charles', Measham | St Thomas More, Leicester |
| St Clare's, Coalville | St Winefride's, Shepshed |
| St Francis, Melton Mowbray | |

| <i>Secondary Schools</i> | |
|-----------------------------|----------------------------|
| De Lisle, Loughborough | St Paul's, Leicester |
| English Martyrs', Leicester | St Martin's, Stoke Golding |

Application PROCESS

For an informal discussion about the role, please contact the Director of Education by emailing peter.giorgio@nottingham-des.org.uk

Closing Date: Friday 5 July 2024, 4.00pm

Please ensure that the personal statement within the application form details how you meet the requirements of the role.

Peter Giorgio (Director of Education)

Nottingham Roman Catholic Diocesan Education Service
The Diocesan Centre
Mornington Crescent
Mackworth
Derby
DE22 4BD