

SUSU

Southampton University
Students' Union



Head of People Information Pack

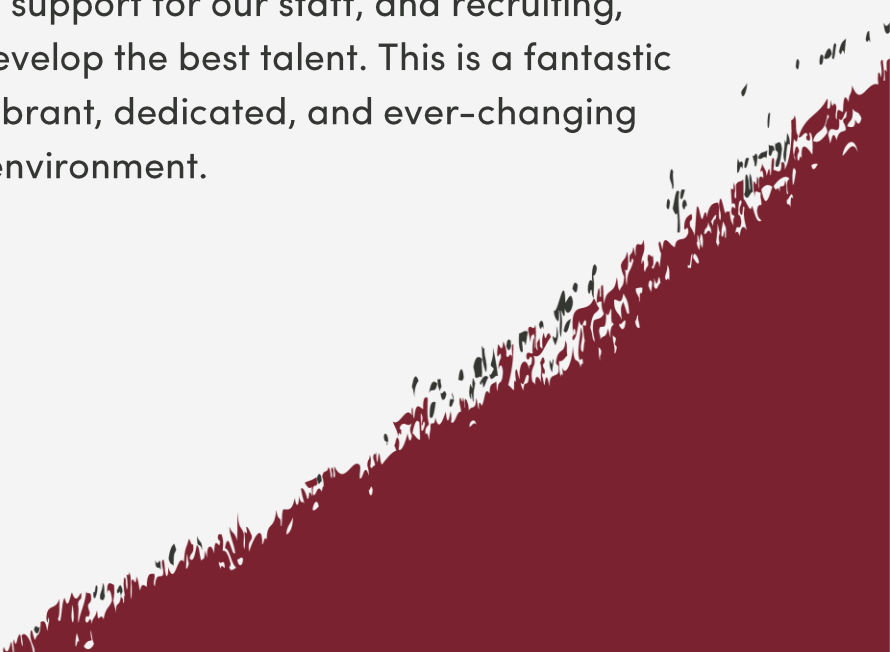
Who We Are...

Hello! We're SUSU – the University of Southampton Students' Union. We're here to ensure every student loves their time at Southampton.

We believe that every student at Southampton should feel part of a community and feel happy and safe; experience a world-class academic programme; be able to access top quality experiences outside the curriculum; and feel listened to, and able to shape their University experience and influence the world around them.

We are independent from the University of Southampton, and are run by 5 student-elected Sabbatical Officers. We are a registered charity that provides a platform of opportunities, support, representation and spaces for our members to enhance their overall University experience across all our campuses. We have approximately 65 core staff, and employ around 300 casual student staff throughout the year.

Our current Director of People is moving onto a new challenge and we have made the decision to recruit a **Head of People**, which will be a part of our senior management team. The Head of People will have oversight of our people function, with a focus on culture and relations development, advice and support for our staff, and recruiting, retaining, rewarding, and develop the best talent. This is a fantastic opportunity to work in a vibrant, dedicated, and ever-changing environment.



Our Purpose

SUSU exists to:

- Help students form friendship groups
- Support students to complete their degree programmes
- Give students a voice in the University and wider community

Our Values



Stand Strong

We stand up for students and make sure their voice is heard, we stand strong when facing challenges and are not afraid to be different, and we think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff, we join together with each other, the University and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity, we continually work to be more sustainable, challenge discrimination and prejudice, and we strive to be a force for good for students and wider society.

Our Missions to deliver our Purpose are to;

- Strengthen student voice
- Grow and nurture student communities and provide great opportunities
- Help students by giving advice and support
- Create an outstanding and memorable University experience
- Be a strong and sustainable organisation

The Role

Role Title:	Head of People
Location:	Temporarily remote, Highfield Campus, Southampton
Hours of Work:	Full-time
Salary:	£36,914 - £40,322, with potential progression to £45,361
Duration:	Permanent
Reporting to:	Chief Executive
Responsible for:	People Team

Role Purpose

- Developing and implementing activities which enable us to recruit, retain, reward, and develop the best talent.
- Managing employee relations and developing a positive culture which is fair and supportive.
- Advising, supporting, and developing staff to ensure the immediate and long-term people and organisation requirements are met.
- Contribute to the overall effectiveness of the Union

Person Specification

We have described the range of knowledge, skills, experience, and key attributes that we are looking for below:

- CIPD qualified at level 5, or equivalent specialist experience
- Relevant experience as a practicing people professional
- Competent level of experience and technical knowledge in using HR Information Systems
- Experience of providing professional advice and support to managers on operational people matters, interpreting policies and procedures, conditions of service, and relevant legislation
- Up to date knowledge of employment law, relevant legislation and best practice, and its application in the workplace
- Familiarity and confidence in training others in, and managing, disciplinary or grievance processes
- Up to date knowledge and experience of performance management and its development and implementation within an organisation
- Experience in successfully managing projects, working collaboratively with a team
- Experience in managing and motivating staff



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