



Buckinghamshire College Group



Executive Director People and Purpose

CANDIDATE INFORMATION PACK

June 2025 www.fea.co.uk/job/bcg-edpp/



WELCOME



Dear Candidate

Executive Director People and Purpose

Thank you for your interest in the role of Executive Director People and Purpose with Buckinghamshire College Group. I very much hope the information we provide gives you an insight into who we are as a College and what we are looking for in our new Executive Director People and Purpose.

At Buckinghamshire College Group, we are very proud of our achievements and are on an exciting journey. We currently have campuses in Aylesbury, Amersham and Flackwell Heath and are embarking on an exciting new campus build in the heart of High Wycombe. We are vital to the delivery of the post-16 education and skills agenda and economic success for Buckinghamshire and beyond.

Our focus on technical, professional and vocational skills education for all ages, apprenticeships and adult learning differentiates us within the county. We have strong active partnerships in the local community and are proud of our position in providing people with the skills to fully participate and contribute to economic growth. We are Ofsted graded Good as a College and our teacher training provision was recently graded as Outstanding.



Aylesbury



Wycombe



Amersham

We are looking for a visionary HR leader, reporting directly to the Principal and CEO. You will oversee Human Resources, organisational development, staff well-being and the College Nursery. You'll play a key role in embedding our values, supporting staff engagement and delivering strategic initiatives that enable every colleague to thrive. This pivotal role will shape and lead our people strategy, driving a culture of inclusion, well-being and high performance across all campuses.

We are looking for an experienced, confident HR professional with strong leadership skills, a commitment to equality and safeguarding and the ability to inspire positive change. We welcome applications from sectors outside of FE.

As a member of the executive team, you will also play a crucial role in driving the overarching strategic direction of the College, against a backdrop of a changing sector and at a time of national skills need. You will be passionate about education and the role we play in improving and enriching people's lives - both the learners we serve and the people who work with us, bringing creativity and innovation that can truly impact on maximising opportunities for our learners. You will have a strategic mindset with the ability to deliver outstanding outcomes within an ever-changing political landscape, as well as operate successfully in a stimulating, values-led environment.

We have retained FE Associates to support us with this important appointment. Interested parties are advised to have an initial discussion with our lead consultant, Amanda Hart, prior to submitting an application by emailing Amanda.Hart@fea.co.uk.

As we continue our ambitious journey, this role offers a unique opportunity for someone with the right leadership experience and drive and passion for collaboration, to lead our values led organisation from strength to strength. If you feel you have the 'Bucks College Factor' with the qualities, experience and ambition to fulfil this role, we very much look forward to hearing from you.

Yours faithfully

Jenny Craig
Principal and Chief Executive

MISSION

Buckinghamshire
College Group's
mission is to...
*'transform futures
through learning'*



PEOPLE STRATEGY - KEY AIMS

We have set the following key aims for our goal to grow our people and enhance our reputation

Attract

To recruit exceptional people by attracting talented and capable staff into the College.



Develop

To support our people to deliver excellence in their role and be inspired to continually improve and build positive career paths.



Retain /Engage

To develop a culture in which health and wellbeing are prioritised and co-created, where staff feel empowered and supported to innovate and question.







JOB DESCRIPTION

Job title:	Executive Director People and Purpose
Reports to:	Principal and Chief Executive Officer
Staff supervised:	Senior HR Business Partner, Payroll and Pensions Specialist and Head of Early Years Nursery / Pre-school
Salary:	£70,000 to £75,000 per annum

Job Purpose

- To provide strategic leadership and direction in all aspects of human resources, organisational development and the overall well-being of staff. This role is integral to fostering a positive, inclusive and high-performing culture that aligns with the College's mission and values.
- To lead the Human Resource and College Nursery functions.
- This post covers all sites of the Buckinghamshire College Group.



Specific Duties

Strategic Leadership

- Develop and implement a comprehensive people strategy that supports the College's strategic objectives, culture and purpose.
- Lead initiatives to enhance staff engagement, retention and development.
- Ensure the College's values are embedded in all HR practices and policies.

Human Resources Management

- To line manage the HR Team, overseeing all HR functions, including recruitment, performance management, payroll and pensions, employee relations and compliance with employment law.
- To ensure that the HR policies, procedures and practices are up to date and comply with good practice and legislation. To develop new practices and policies as and when legislation, guidance and requirements change.
- Implement effective talent acquisition and succession planning processes.
- Ensure the College maintains a safe, inclusive and supportive working environment.
- To line manage the Head of Early Years Nursery / Pre-School and provide leadership and support to the management of the College Nursery.

Organisational Development

- Drive continuous improvement and innovation in organisational practices.
- Lead on the development and implementation of training and development programs.
- Foster a culture of continuous learning and professional growth.

Specific Duties cont'd

Well-being and Inclusion

- Champion initiatives that promote the well-being and mental health of staff including as part of our Disability Confident Leader status.
- Work with the Assistant Principal for Student Engagement and Support to ensure diversity, equity and inclusion are at the forefront of all College activities.
- Develop and implement policies that support work-life balance and employee well-being.

Safeguarding

- Ensure robust staff related safeguarding policies and procedures are in place and adhered to, protecting the welfare of all students and staff.
- Promote a culture of vigilance and responsibility regarding safeguarding and Prevent duties.
- Collaborate with safeguarding leads to ensure compliance with statutory requirements and best practices.

Stakeholder Engagement

- Lead the College's management partnership with the recognised trade unions and the Staff Council, promoting positive employee relations and approach to consultation and negotiations.
- Build and maintain strong relationships with internal and external stakeholders including sharing practice with local employers.
- Represent the College at relevant forums and events.
- Collaborate with other senior leaders to ensure alignment of people strategies with overall College goals.



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General Duties

- Actively commit to professional self development and training as necessary for success in the role.
- Carry out duties at all times in accordance with the College's Equal Opportunities, Health and Safety and Safeguarding policies.
- Promote by positive example, both internally and externally, the values and behaviours stated in the College Mission and Strategic Plan.
- Provide effective operational activity to promote and market the College in all activities within the College.
- To undertake such other duties as required, commensurate with the grade of the post and/or required by the Principal, at the main place of work or at any other College location/campus as required from time to time.

This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.

PERSON SPECIFICATION

Qualifications

Essential

- GCSE English and maths Grade C or above.
- An Honours Degree.
- Chartered Member of Institute of Personnel and Development L5.

Desirable

- Post-Graduate qualification.

Knowledge

Essential

- A detailed practical knowledge of all Employment Law and Good Employment Practices.
- A good understanding of Equality and Diversity legislation.
- TUPE legislation.
- An understanding of, and demonstrable commitment to, Safeguarding.

Desirable

- Further Education or unionised environments.

Experience

Essential

- Proven HR senior management level experience.
- Strategic and business planning.
- Management and leadership of staff.
- Managing change programmes and re-organisations.
- Experience of leading Employee Relations, including hearings and preparation for Employment Tribunals.
- Experience of driving forwards staff recruitment initiatives.
- Experience of managing HR, Payroll and pension functions.
- Managing budgets.

Desirable

- Preparation of analytical reports to inform decision making.

Skills

Essential

- Excellent analytical and digital skills.
- High level of communication skills to present ideas and information clearly including ability to deliver training.
- Team developmental skills – ability to develop, coach and motivate key personnel.
- Ability to work to tight deadlines whilst delivering great customer service.

Desirable

- Strong project management skills, with an ability to improve business processes.
- Strategic HR insight with commercial negotiation skills.

The following are considered essential for the role:

Other Specific Qualities

- Ability to self-start and work under pressure.
- Demonstrate a commitment to Equality and Diversity, Child Protection, Safeguarding and Prevent showing a desire to challenge inequality and promote diversity and adhere to College Policies and Procedure.
- Ability to be innovative and creative.

Physical Requirements

- Fit and able to carry out the duties of the post.

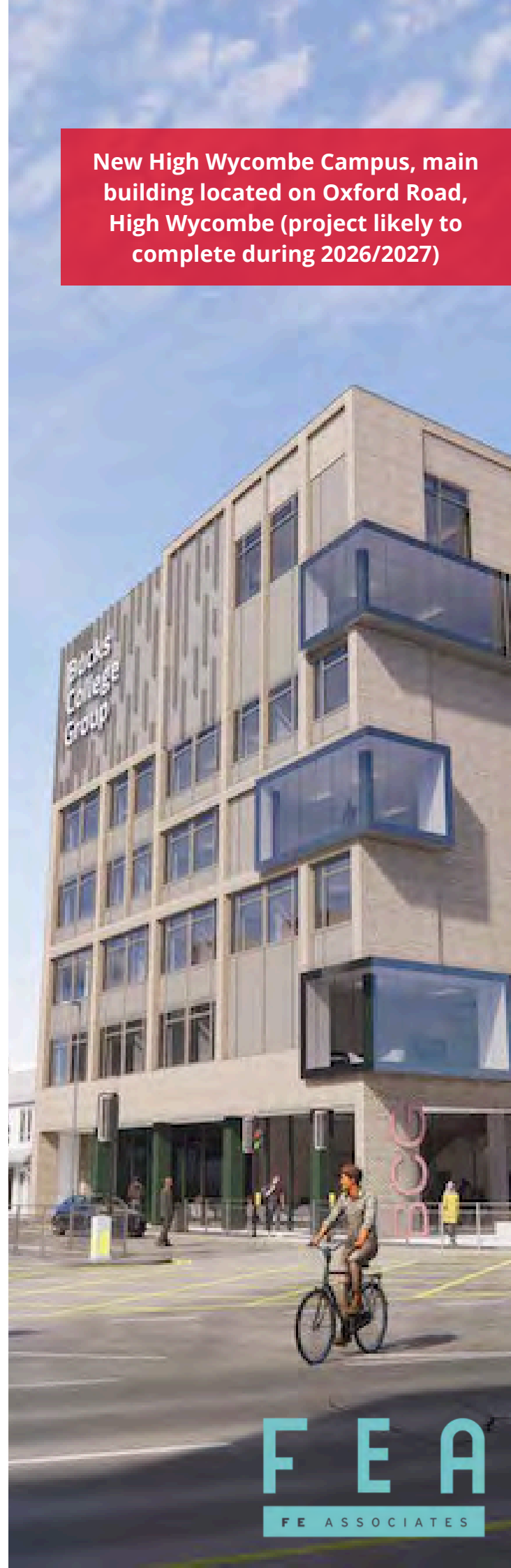
Circumstances

- Ability to work occasional additional hours which will include a number of evenings / weekends.

Other

- Enhanced DBS (Disclosure & Barring Service) check will be required.
- Ability to travel between College sites.

New High Wycombe Campus, main building located on Oxford Road, High Wycombe (project likely to complete during 2026/2027)



**Buckinghamshire
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KEY DATES

Closing date: **9am on Monday 4 August 2025**

Interview date: **Tuesday 19 August 2025**

THE APPLICATION PROCESS

We have retained FE Associates to support us in finding an outstanding individual to inspire practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Amanda.Hart@fea.co.uk, to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your CV and supporting statement. Please see the final page for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be asked to **complete an application form** and invited to a formal interview / selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



SUBMITTING YOUR APPLICATION

Submitting your CV

Once you have obtained the full information from the FEA jobs page, discussed the role with Amanda Hart and scheduled your first-stage interview via Teams, you should email your CV, supporting statement and equality and diversity form to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates page).

Email Checklist

Ensure your email includes only the 3 documents necessary for consideration:

1. A **fully completed CV** which also includes your full name, address and contact details.
 - Save your CV as a Word document with your name and the job reference i.e. Surname, First Name – CV – bcg-edpp.
2. A **Supporting Statement** which:
 - Does not exceed the equivalent of 2 pages of A4. Explain how you believe your knowledge, skills and experience would support the duties outlined in the job description above.
 - Save your supporting statement as a Word document with your name and the job reference i.e. Surname, First Name – supporting statement – bcg-edpp.
3. A completed **Equality and Diversity Form**
 - This form can be found with the candidate information pack on the job page for this role which you can access by registering your details on the job page for this role on the FEA website.
 - Save your ED form as a Word document with your name and the job reference i.e. Surname, First Name – bcg-edpp - ED.