

# **Executive Director People, Culture and Organisational Development**



**CANDIDATE INFORMATION PACK**

**June 2025**

**[www.fea.co.uk/job/bsc-edp](http://www.fea.co.uk/job/bsc-edp)**

# Welcome



Dear colleague,

## **Executive Director People, Culture and Organisational Development**

This is an exciting time to join the College as we enter a new phase in our journey. At Barnet and Southgate College, we strive to provide our students with consistently high-quality learning and wider personal development experiences throughout their time with us. We do this in a safe and inclusive environment that promotes and celebrates individual success and high aspirations for all. We recognise that in seeking to deliver this, our staff are our most valuable asset.

We are an ambitious organisation and we recognise that having the right leadership in place is vital to delivering our ambitions. This role is integral in meeting the objectives of the new Strategic Plan, 2030 Vision, which is framed by 6 pillars one being Exceptional Staff Experience, Engagement and Satisfaction. A copy of the Strategic Plan is available on the FEA jobs page.

We are seeking a visionary and values-driven leader to take up the role of Executive Director of People, Culture and OD at Barnet and Southgate College. As a key member of our Executive Leadership Team, you will review and deliver a progressive and inclusive people strategy aligned to our 2030 Vision and our core purpose which is to change lives, empower individuals and connect communities.

This is more than a traditional HR leadership role – it's a strategic opportunity to directly influence organisational culture, support and enable positive change and organisational growth, build high-performing teams and ensure that our people feel that they are our most valuable asset. The College has an established People Strategy and a board-level People Committee; however, the appointment of a new Executive Director presents an opportunity to review the strategy and refine the strategic direction, building on the progress achieved to date.

You will be an experienced and inspiring HR/OD leader with a proven track record of delivering strategic impact in a complex and dynamic organisation. You may already be operating at executive level or be ready to take this next step.

We are particularly keen to hear from individuals who can demonstrate:

- A track record in delivering exceptional staff experience, engagement and satisfaction and in positioning an organisation as an employer of choice.
- Experience of leading cultural transformation and organisational development at scale.
- Deep expertise in people leadership, workforce strategy and inclusive practice.
- A coaching mindset with a strong track record of developing and supporting leaders and managers to build a high performing culture.
- High levels of emotional intelligence and excellent influencing and communication skills.
- Expertise in building trust and respect through well-developed, positive employer relations.
- An evidence-based approach to decision-making, using data to drive outcomes.
- Passion for creating a positive and inclusive workplace where every colleague can flourish. An ability to think and act strategically whilst recognising the need to delve into the detail to test operations and ensure our services are aligned to our ambitions.

Successful candidates will have the opportunity to work in an open, collaborative environment underpinned by a culture of transparent, solution-focused leadership. We have an exceptional Board of Governors who have high expectations for the College, are ambitious for its future, and focused on ensuring our students have every opportunity to succeed.

We expect members of our executive team to be proactive, innovative, and inclusive in their approach and to have the ability to skilfully lead their team to deliver excellence. We promote a working environment that is rooted in trust, honesty, fairness and respect with clear lines of responsibility and accountability for all.

Our Senior Leadership and College Management teams are made up of committed, high performing individuals. We have an amazing body of staff across the College who are demonstrably committed to our students and champion their success. Successful candidates will share this commitment, lead with integrity, be committed to their own development and to that of others and have high expectations of themselves.

This is an exciting opportunity for talented individuals to join us on our journey, make a real difference, initiate and execute positive change and through this contribute to ensuring Barnet and Southgate College is an exceptional place to work and learn for all our staff and students.

We have appointed FE Associates to support us with this important appointment. Interested parties are advised to arrange an initial conversation with FEA's lead consultant, [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to discuss this great opportunity ahead of the closing date and prior to submitting an application.

Thank you for your interest in joining Barnet and Southgate College and considering us as the next step and destination in your career.

**Neil Coker**  
**Chief Executive Officer and Principal**



# About Us

At Barnet and Southgate College, we are proud to be a leading further education institution in North London that is deeply committed to changing lives, empowering individuals, and connecting communities. With campuses in Barnet, Southgate, Colindale and Edmonton Green, and a dedicated team of over 600 staff, we support more than 14,000 students each year across a broad spectrum of academic, vocational and professional programmes. With an income of £52 million in 2024/25, we are a leader in vocational education, offering innovative programmes such as T Levels, apprenticeships and specialist training in areas like aviation, healthcare, creative media and digital technologies.


Our work is guided by our 2030 Vision Strategic Plan—a bold and ambitious roadmap that positions us as the region's foremost provider of high-quality learning and skills development. Our six strategic pillars—from delivering a responsive curriculum and impactful teaching to ensuring financial resilience and building purposeful partnerships—reflect our unwavering commitment to innovation, inclusivity and excellence.

What truly defines us though, is our culture. Our guiding principles - being united, innovative, curious, inclusive, transparent, respectful, positive, responsible, measured and proud - shape how we work together and how we serve our students and communities. These values are not just words; they are the foundation of how we lead, collaborate and grow.

As an anchor institution, we play a vital role in regional development. We work closely with employers, industry leaders and community stakeholders to ensure our curriculum evolves with the skills landscape. With a strong focus on sustainability, equality, diversity and the integration of new technologies, we are preparing our learners not just for today's opportunities, but for the challenges and possibilities of tomorrow.



# Our Locations



Welcome to Barnet Campus

## **Colindale Campus**

Our Colindale Campus forms an integral part of a £550 million urban master plan to regenerate the wider Grahame Park area. The campus offers contemporary educational facilities within a flexible purpose-built building.

The facility brings education and training closer to the community and offers a state-of-art learning environment. This includes the Construction Technology Centre for the College's brickwork, carpentry & joinery, gas engineering and plumbing courses. The facility supports skills development and progression through to higher level qualifications.

Our new Green Skills Centre offers access to cutting-edge facilities in line with industry advancements, including heat pump installation and maintenance training.

The campus also includes a training hair salon and beauty salons open to the public to showcase the College's hairdressing , barbering and beauty therapy courses.

Additional community services at Colindale include the London Borough of Barnet Public Library and a community services area for the Barnet Centre for Independent Living (B-CIL). B-CIL is a hub centre to provide support and advice for people with disabilities in areas such as advocacy matters, life skills, computer skills and employment. It is a centre run largely by people with disabilities for people with disabilities.

## **Southgate Campus**

Southgate Campus runs a full range of vocational and skills courses including Sports. The Centre for SEND Learners offers a range of Supported Learning courses combining work-related skills to cater for a wide range of needs, including students with profound and complex learning difficulties and life-limiting conditions.

The campus has undergone an £8m refurbishment project partly funded by the London Economic Action Partnership (LEAP). This has enabled the College to expand its capacity for learning space and digital access for students.

There are new areas for electrical studies and new facilities for Science, Technology, Engineering and Maths (STEM), specifically within a newly refurbished wing and the creation of advanced engineering workshops. Sports facilities have also been refurbished with a new gym, available for use by both students and staff.

## **Barnet Campus**

The Barnet Campus has become a first choice option for those looking for a change to staying on at school to study their A Levels and many other subjects and qualifications.

The state-of-the-art campus opened 14 years ago and successful A Level students have achieved consistently high grades over the years to secure places at a host of universities. Students say their results are down to supportive teaching, independent learning and excellent facilities.

The Barnet Campus is also the home of our Creative Arts, Media, Architecture, Fashion, Childcare and Education, Health and Social Care, Business & Travel, Computing & IT courses.

## **Edmonton Green Community Campus**

EGCC works to improve community cohesion in and around the Edmonton Green area, and is located in the Edmonton Green Shopping Centre.

The campus has opened up a variety of educational opportunities to our students not previously available to them, giving real meaning to the phrase 'Lifelong Learning'. A good deal of the provision is around English as a second language.

## **Our Community**

The two main boroughs that the College serves, Barnet and Enfield, are large and collectively contain over 670,000 people. The local economies are mixed with a focus on small to medium enterprises and micro businesses and a wide range of industrial/business centres.

The college has well developed, excellent educational links with a wide range of partners which has enhanced and enriched the learner experience beyond that provided internally. New for September 2024 will be a state-of-the-art media training hub at the Barnet Campus.

The college is a major employer in both boroughs and is an outstanding contributor to local authority strategies for education, employment and social regeneration.





# Job Description

<b>Job title:</b>	<b>Executive Director People, Culture and Organisational Development</b>
<b>Reports to:</b>	<b>Principal and CEO</b>
<b>Responsible for:</b>	<b>HR and Organisational Development</b>
<b>Salary:</b>	<b>Competitive</b>

## Core Responsibilities

- Develop and deliver a dynamic and forward-looking People Strategy that underpins the College's broader vision and 6 strategic pillars.
- Champion a culture of inclusion, trust and high performance across the College to become an employer of choice.
- Provide strategic counsel to the Executive Team and Corporation Board on all people-related matters, including risk management, workforce planning and employee relations.
- Act as the executive lead for our People Committee, leveraging board expertise in the delivery of strategic goals and success measures.
- Contribute to highly effective internal communication that further supports employee voice and amplifies organisational goals, priorities and successes across the College.
- Champion staff in all executive and senior leadership decisions and actions.
- Lead a continuous, personalised and impactful corporate L&D development programme.
- Ensure that People, HR and OD functions and staff operate effectively in partnership with all areas of the College in the delivery of our shared goals and ambitions.
- Lead and innovate across all aspects of the employee lifecycle: attraction and recruitment, onboarding, retention, learning and development, performance management and exit.
- Act as an innovator and change catalyst, proactively identifying new approaches to enhance employee engagement, leadership capability and organisational performance.
- Embed a proactive, business-partnering model that positions HR as a trusted advisor and critical friend to all leaders and managers.
- Drive initiatives to improve staff engagement, build a strong sense of belonging and promote wellbeing and inclusion across the College. Act as the executive lead in all EDI and employee mental health and wellbeing matters.
- Lead talent acquisition, management and succession planning initiatives, ensuring a sustainable and skilled workforce for the future.
- Embed and role-model College values, aligning behaviours, systems and leadership practices to reinforce a high-performance culture built on mutual respect, trust and accountability.



## Core Responsibilities cont'd

- Lead and amplify the staff voice, creating open, inclusive channels for colleague feedback and championing continuous improvement in the employee experience.
- Provide clear day-to-day leadership in the development and delivery of HR and OD ensuring the service meets the needs of staff and stakeholders, delivering high quality and responsive support and services, in line with standards and requirements throughout the College.
- Oversee the delivery of high-quality HR and OD services that are efficient, responsive and aligned with best practice and legal requirements.
- Stay abreast of employment law and regulatory changes, ensuring that all policies and practices remain compliant, up to date and are effectively communicated and implemented across the organisation.
- Lead employee relations, consulting with recognised trade unions and maintaining a positive climate of collaboration and mutual respect.
- Leverage workforce data and insights to shape decision-making, drive cultural and structural change, and improve people-related outcomes across the College.
- Lead the development and operational effectiveness of robust HR information systems, identifying and implementing improvements to systems and procedures to enhance service standards and efficiency.
- Monitor and report on key performance indicators (KPIs) related to people and culture, using data to inform continuous improvement and decision-making.

# Person Specification

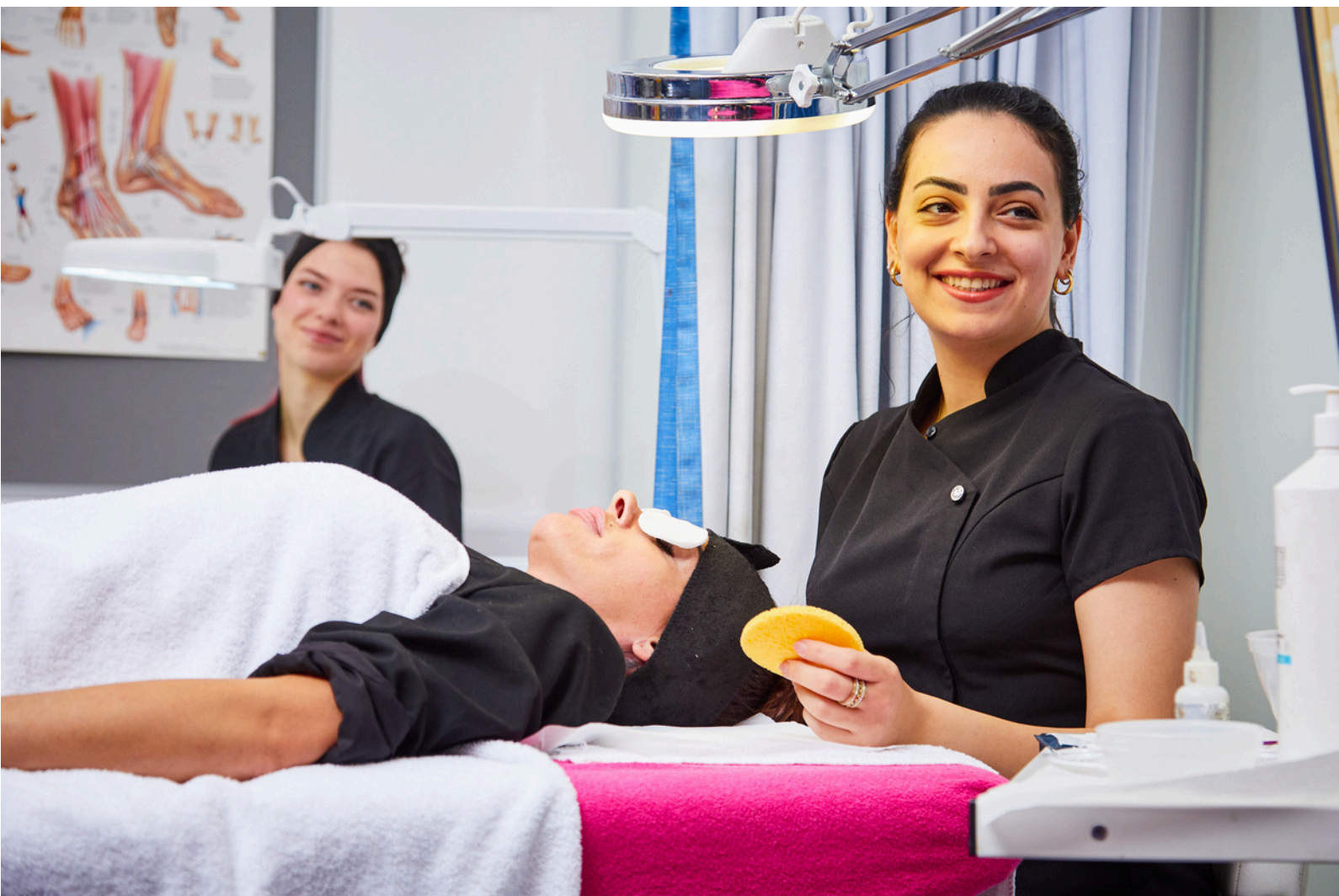
## Experience/Knowledge

### Essential

- Strategic leadership experience in HR and OD in a complex organisation.
- Experience of shaping and implementing people strategies aligned to organisational goals.
- Proven track record of leading cultural change and building staff engagement.
- Strong knowledge of employment law, employee relations and working with trade unions.
- Successful track record in talent management, workforce planning and leadership development.

### Desirable

- Experience in education, FE, HE or public sector settings.
- Knowledge of the policy, regulatory and funding context in further education.
- Experience of digital transformation within people functions.
- Experience of redesigning or modernising HR/OD services.



## Essential Skills, Style and Behaviour

- Visionary leadership and strategic thinking.
- Excellent coaching and mentoring skills to support leaders.
- Strong communication and interpersonal skills; credible and articulate.
- High emotional intelligence, resilience and political sensitivity.
- Confident decision-making using evidence and data insight.
- Collaborative approach and ability to build trust at all levels.
- Strong planning, organisational and change management skills.
- Commitment to continuous improvement and innovation.
- Passionate about education and improving lives through learning.
- Personally committed to equality, diversity and inclusion.
- High integrity, professionalism and discretion.
- Positive, resilient and solution-focused.
- Approachable, people-first mindset.
- Ambitious for the College and its community.

## Qualifications

### Essential

- Degree or equivalent qualification in HR, OD, business or a related discipline.
- Chartered Member of the CIPD (MCIPD) or a postgraduate qualification in HR or OD.

### Desirable

- Chartered Fellow of the CIPD (FCIPD).
- A postgraduate qualification in Organisational Psychology or a related discipline.
- A recognised coaching qualification (e.g. ILM, EMCC, ICF).



# Why Join Us?

At Barnet and Southgate College, our people are at the heart of everything we do. We serve a vibrant and diverse community, and we know that in order to deliver for our learners, we must first create an exceptional employee experience.

This is a pivotal time to join us. The College is on a journey of transformation and growth, and the Executive Director of People, Culture and OD will play a central role in realising our ambitions.

In return, we offer a competitive salary, generous pension scheme, and access to continuous professional development opportunities – all within a supportive and inclusive working environment.

**Barnet and Southgate College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. We welcome applications from all backgrounds and communities.**



# Key Dates and the Recruitment Process



Closing date: **9am on Monday 14 July 2025**

Interview date: **Friday 25 July 2025**

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We have retained FE Associates to support us in finding an outstanding individual to inspire excellent 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 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 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.