Barnet Southgate College



Candidate Brief

Chief People Officer

FEA EXECUTIVE SEARCH

Welcome



Dear colleague,

Chief People Officer

I am delighted that you are considering applying for the role of Chief People Officer and joining the Executive Leadership Team at Barnet and Southgate College.

This is an exciting time to join the College as we continue to deliver the ambitions outlined in our Strategic Plan, 2030 Vision.

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. This is reflected in our Strategic Plan, and we recognise that having the right leadership in place is vital to delivering our ambitions.

We are an ambitious, inclusive and forward-looking further education college with a clear purpose: to change lives, empower individuals and connect communities. Our 2030 Vision Strategic Plan sets an ambition to be the leading provider of high-quality learning and skills development in North London, combining exceptional student experiences with innovation, regional growth and strong partnerships with employers and communities.

Working here means being part of one team where people are valued for the difference they make, supported by a culture built around being united, innovative, curious, inclusive, transparent, respectful, positive, responsible, measured and proud. Our strategy explicitly describes staff as the College's most valuable asset, with staff experience, wellbeing and professional development central to our ambition to become an employer of choice. Barnet and Southgate College is a place where we expect people to take responsibility, embrace change, contribute ideas, collaborate openly and continually improve, while celebrating success and maintaining a shared focus on creating better opportunities and futures for students.

We expect members of our college and executive teams 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 Executive 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, Lucy.Horne@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 £60 million in 2026/27, we are a leader in vocational education, offering a board and deep curriculum spanning T Levels, A Levels, technical and vocational qualifications, apprenticeships and specialist training in areas like aviation, healthcare, creative media, sport, engineering and electrical.

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.

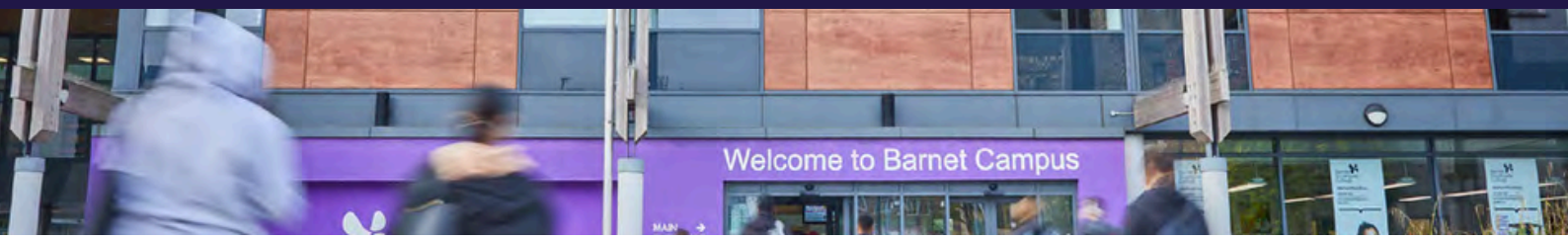
As an anchor institution, we play a vital role in regional development. We work closely with employers, industry leaders and community stakeholders to ensure our curriculum evolves with the skills landscape. With a strong focus on sustainability, equality, diversity and the integration of new technologies,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

To learn more about our work and vision, visit www.barnetsouthgate.ac.uk





Our Locations



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-the-art learning environment. This includes a specialist vocational skills centre for the College's brickwork, carpentry and joinery, gas engineering and plumbing courses. The facility supports skills development and progression for learners through to higher level qualifications.

Our vocational 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 our popular Sports curriculum.

The Pathway Centre 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) which 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 is a well-established centre for those looking for a change to staying on at school to study their A Levels, T Levels and BTEC courses.

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

Edmonton Green community connection
We also host ESOL provision at Edmonton Green, improving community cohesion in and around the Edmonton Green area.

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. This includes our high specification media training hub for our creative courses at the Barnet Campus, STUDIO, which was opened last February 2025 by the Mayor of London Sadiq Khan.

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







Our Leadership Team

The core Executive Leadership Team is made up of:

- **CEO and Principal**
- **Deputy Principal Curriculum, Skills and Business Development**
- **Deputy Principal Quality of Education**
- **Deputy Principal, Student Experience, Inclusion and Personal Development**
- **Chief Finance Officer**
- **Chief People Officer**
- **Executive Director, Digital Transformation**







Job Description

Job title:	**Chief People Officer**
Reports to:	**CEO and Principal**
Responsible for:	**Human Resources, Organisational Development (including staff learning and development), Health and Safety**
Direct Reports:	**Director, People and Organisational Development; Learning, Development and OD Manager; Director, Health and Safety; Other relevant People, OD or H&S roles across the team.**
Member of:	**Executive Leadership Team; attends Corporation Board and the People Committee**
Key Relationships:	**Corporation Board and People Committee chair; Executive and Senior Leadership Teams; curriculum and business support managers; recognised trade unions; staff networks and staff voice forums; external partners and sector bodies**
Salary:	**£110,000 per annum**
Location:	**Cross-College, with regular working across the Barnet, Southgate, Colindale and Edmonton Green campuses**

Job Purpose

The Chief People Officer is the executive lead for the third pillar of our 2030 Vision, Exceptional Staff Experience, Engagement and Satisfaction and for making Barnet and Southgate College an employer of choice for our current and future workforce.

This is a broader remit than traditional HR leadership. As a member of the Executive Leadership Team, the postholder shapes College-wide strategy and positions people, leadership and culture as the key enablers of outstanding teaching, learning and student outcomes.

The postholder will lead the design and delivery of our People Strategy, build leadership and management capability and keep the Guiding Principles alive in everyday behaviour. They will also lead a modern, insight-driven HR, OD and Health and Safety service that colleagues and managers trust.

Key Responsibilities

Strategic leadership and governance

- Develop, deliver and review the People Strategy, aligned to the 2030 Vision, with clear metrics reported to the Executive and Board.
- Act as a strategic partner to the CEO, Executive Team and Corporation Board, positioning people, leadership and culture as enablers of high performance and an excellent student experience.
- Serve as executive lead to the People Committee, drawing on expertise and providing clear, evidence-based reports on workforce performance and risk.
- Contribute to collective executive leadership across all College strategy, not only people matters and champion staff in every executive decision.
- Own workforce risks on the College risk register and advise on capability, capacity, culture and succession risk.
- Keep the College ahead of FE policy, funding and sector reform and lead our people response to it.

Organisational development, leadership and talent

- Lead organisational design and change so our structures respond quickly to curriculum, funding and regional skills priorities.
- Build leadership and management capability at every level through a coherent development offer, coaching and clear leadership expectations.
- Lead talent attraction, recruitment, retention and succession planning, with particular focus on shortage teaching and technical roles.
- Lead a continuous, personalised corporate learning and development programme and shape the professional learning offer with the quality lead.
- Create visible career pathways and progression routes, including support for staff to gain teaching and professional qualifications.
- Renew the employee life-cycle, from attraction and onboarding through performance, development and exit, so every stage lifts outcomes and satisfaction.



Culture, engagement and employee experience

- Act as custodian of the Guiding Principles and embed them in recruitment, induction, appraisal, recognition and leadership practice.
- Lead culture change that builds a united, one-college identity across four campuses.
- Amplify staff voice through surveys, forums and open channels and act visibly on what colleagues tell us.
- Lead effective internal communications that keep staff informed, involved and connected to College priorities and successes.
- Build a strong programme of staff recognition and celebration and strengthen our employer brand.

Equality, diversity and inclusion

- Act as executive lead for staff EDI, setting and reporting on targets to improve diversity across all levels.
- Make sure policies, pay and practices are fair, inclusive and meet the Public Sector Equality Duty.
- Support staff networks and champion inclusive leadership behaviours.

Employee relations, risk and compliance

- Lead employee relations acting as senior lead for consultation and negotiation with recognised trade unions and building a constructive climate of trust.
- Oversee complex casework with sound judgement, fairness and proportionate risk management.
- Make sure people policies and practice comply with employment law and are clearly communicated and applied.
- Make sure safer recruitment and workforce safeguarding duties are met in line with Keeping Children Safe in Education and Prevent.
- Keep managers trained and confident in employment law and people management.

Health, safety and wellbeing

- Provide strategic leadership of health and safety, building a culture of best practice across all College operations and campuses.
- Make sure the College meets its statutory health and safety duties and reports assurance to the Board.
- Act as executive lead for staff wellbeing and mental health, with measurable action to reduce absence and support colleagues to thrive.

People services, systems and insight

- Lead a proactive people-partnering model that positions the People team as trusted adviser and critical friend to leaders and managers.
- Modernise HR information systems, drive self-service and improve the user experience for staff and managers.
- Enable innovation, including AI-supported ways of working, within the People function and across the College.
- Use workforce data and insight to shape decisions, forecast needs and track people KPIs.
- Make sure people services are efficient, responsive, compliant and good value.

Leading the People function

- Lead, develop and inspire a HR, OD and Health and Safety team.
- Manage the function's budget effectively and demonstrate impact against the People Strategy.
- Strengthen collaboration between corporate services and curriculum leadership.

College-wide responsibilities

- Promote and safeguard the welfare of children, young people and vulnerable adults.
- Promote equality, diversity and inclusion in all aspects of the role.
- Comply with health and safety, data protection and all College policies.
- Undertake other duties appropriate to the grade as required by the CEO and Principal.
- External recognition as an excellent employer through quality assessments and kite marks.
- Guiding Principles visibly lived and celebrated across all four campuses.

This job description reflects the current needs of the College. It is not exhaustive and will be reviewed as those needs change, in consultation with the postholder.



Person Specification

Qualifications

Essential

- Degree or equivalent professional qualification.
- Chartered Member of the CIPD (MCIPD) or CIPD Level 7, or a postgraduate qualification in HR or OD.

Desirable

- Chartered Fellow of the CIPD (FCIPD).
- Recognised coaching qualification (e.g. ILM, EMCC, ICF).
- Postgraduate qualification in organisational psychology or a related discipline.
- NEBOSH or equivalent health and safety qualification.

Experience

Essential

- Significant senior HR/People leadership experience in a medium to large, complex organisation.
- Shaping and delivering a people strategy aligned to organisational goals, with measurable impact.
- Leading organisational development, culture change and transformation at scale.
- Working effectively with trade unions and leading consultation and negotiation in a unionised environment.
- Leading complex employee relations casework and supporting managers through it.
- Leading teams across multi-site or complex organisational structures.
- Influencing and advising at Executive and Board level.
- Building leadership and management capability, talent and succession programmes.
- Using workforce data and HR systems to drive decisions and modernise services.

Desirable

- Experience in further or higher education, schools or the wider public sector.
- Leading strategic health and safety.
- Leading digital or AI-enabled transformation of a people function.

Knowledge

Essential

- In-depth, current knowledge of employment law and good practice.
- Understanding of safeguarding, safer recruitment and Prevent duties.
- Understanding of equality legislation, including the Public Sector Equality Duty.
- Knowledge of FE (or similar sector) policy, funding, regulation and workforce challenges.

Desirable

- Knowledge of health and safety legislation and governance.

Essential Skills and Abilities

- Strategic mindset with a focus on impact, balanced with strong operational delivery through others.
- Expertise in organisational design and change management.
- Sound judgement and political awareness, with the ability to navigate complexity and find solutions.
- Excellent communication, listening and influencing skills at every level.
- Coaching and mentoring skills to develop leaders.
- Confident, evidence-based decision-making using data and insight.
- Strong digital skills and openness to new technology.

Essential Personal qualities and behaviours

The postholder will role-model our Guiding Principles every day.

- **United**: builds trust and positive relationships and works as one team with colleagues and unions.
- **Innovative and Curious**: welcomes challenge, tries new approaches and learns from setbacks.
- **Inclusive**: a personal commitment to equality, diversity and inclusion and challenges discrimination.
- **Transparent and Responsible**: acts with integrity and discretion and owns the impact of their actions.
- **Measured and Positive**: high emotional intelligence and resilience and stays calm and constructive under pressure.
- **Proud**: passionate about further education and the difference it makes to students' lives.
- Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

How to Apply

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.

1

Initial Discussion

Prior to submitting an application, interested parties should arrange an initial conversation with our FE Associates lead consultant, by emailing **Lucy.Horne@fea.co.uk**, to discuss the role before the closing date.

2

Recorded First-Stage Teams Interview

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.

3

Apply Online

Please visit **www.fea.co.uk/job/bsc-cpo** and complete the registration form to access the online application form and the equality and diversity form. At Step 2: Submitting your application, click Apply now.

4

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.

5

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.

Key Dates

Closing date for applications: 9am on Tuesday 24 November 2026.

Interviews to take place on Wednesday 9 December 2026.

Barnet Southgate College



Thank you for your interest

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

To discuss the role, contact FEA's lead consultant **Lucy.Horne@fea.co.uk**

www.barnetsouthgate.ac.uk

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