



TyneCoastCollege



Candidate Brief for the Position of Head of HR



Welcome

Dear Candidate

Head of HR

Thank you for your interest in the position of Head of HR at Tyne Coast College. This is an exciting and important time to join our College. We are an ambitious further education group serving diverse communities across North and South Tyneside through South Tyneside College, Tyne Metropolitan College and South Shields Marine School.

Our people are central to everything we do. We want to attract, retain, develop and support an inclusive, engaged and high-performing workforce whose contribution enables the success of our students and the communities we serve. As Head of HR, you will support the Director of HR in providing a professional, proactive and strategically aligned HR service across the College. You will lead and develop the HR team, provide authoritative and pragmatic advice, oversee complex employee relations matters and help ensure consistently high standards of people management.

A particularly significant priority will be supporting the College through the development of our new town-centre campus in South Shields. The new build represents a major investment in the future of education and skills in the region and provides an exciting opportunity to transform the experience of our students and staff. Working closely with the Director of HR and senior leaders, the Head of HR will play an important role in managing the people implications of this transformation, including workforce planning, organisational readiness, staff engagement, consultation, changes to ways of working and the transition to the new campus.

We are seeking an experienced, credible and resilient HR professional who can lead and develop the HR team, build strong relationships and provide confident, balanced advice to managers and senior leaders. You will bring substantial employee relations expertise, sound judgement and the ability to analyse complex information, identify risks and implement practical solutions. You will also support constructive consultation with our recognised trade unions and contribute to an engaged, inclusive, accountable and high-performing culture.

The successful candidate will join the College at an important point in its development and will have a genuine opportunity to influence the quality, consistency and effectiveness of HR practice. This is not simply a role focused on maintaining an effective HR service. It is an opportunity to strengthen HR systems and processes, improve workforce information and assurance, develop management capability and support the delivery of the College's wider people priorities during a period of significant organisational change.

We have appointed FE Associates to support us with this important recruitment exercise. If you are inspired by the opportunity to lead a high-quality HR service, support major organisational transformation and make a lasting contribution to the future of Tyne Coast College, I encourage you to speak with the appointed lead consultant Lucy Horne (Lucy.Horne@fea.co.uk) and submit your application.

Dr Lindsey Whiterod CBE
Chief Executive
Tyne Coast College



Job Description

Job title: Head of HR

Reports to: Director of HR

Salary: Competitive

Tyne Coast College encompasses the following educational establishments:

- South Tyneside College
- Tyne Metropolitan College
- South Shields Marine School

Job Purpose

To support and develop a high-performing Human Resources function that delivers a professional, proactive and strategically aligned service to the College. The Head of HR will support the Director of HR in providing authoritative advice, support workforce initiatives and ensure excellence in people management across all departments. The role requires strong communication, analytical judgement and the ability to lead complex casework, influence senior stakeholders and implement solutions that support the College's strategic and operational objectives.

N.B. All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.



Strategic HR Leadership, Decision-Making & Team Development

- Provide strategic leadership to the HR Team, setting clear objectives, developing skills, coaching performance and cultivating a culture of continuous improvement.
- Make informed, evidence-based decisions on complex HR matters including organisational change, employee relations, workforce planning and policy interpretation.
- Use initiative to proactively identify HR risks, opportunities and workforce trends, presenting recommendations to senior leaders.
- Act as a trusted advisor to the College Executive and Senior Managers, providing expert insight on restructures, change management, redundancy and TUPE.
- Lead the monthly payroll assurance process, ensuring accuracy, legislative compliance and effective problem resolution.

Communication, Collaboration & Stakeholder Engagement

- Build strong professional relationships with managers, staff and trade unions, using excellent communication skills to influence, negotiate and resolve complex issues.
- Provide HR information, analysis and recommendations clearly to senior stakeholders, committees and working groups.
- Ensure HR policies, processes and decisions are communicated consistently, accurately and in a way that enhances understanding and engagement.
- Promote a positive organisational culture by modelling integrity, fairness, openness and collaborative working.



Employee Relations, Investigation & Problem Solving

- Lead employee relations casework, including disciplinary, grievance, capability, absence management and safeguarding issues - conducting thorough investigations, analysing evidence and preparing clear reports and recommendations.
- Provide expert guidance to managers on informal and formal case management, ensuring consistency, procedural fairness and legal compliance.
- Resolve issues using strong problem-solving skills, considering legal requirements, operational needs and organisational culture.
- Support the Director of HR to manage college-wide restructure processes, ensuring effective consultation, communication and risk mitigation.

Compliance, Safeguarding & Professional Standards

- Act as the College's lead DBS signatory, ensuring robust, compliant and timely safeguarding and safer recruitment processes.
- Maintain expert knowledge of UK employment law, case precedents and sector-specific requirements, conducting analysis to update policies and inform College decision-making.
- Ensure recruitment, induction and HR operations meet equality, diversity and safer recruitment standards.
- Oversee risk management within HR processes, ensuring all activity aligns with statutory, audit and regulatory expectations.

Workforce Data, Analysis & Reporting

- Oversee the HR information system, ensuring high levels of data integrity, accuracy and accessibility.
- Analyse workforce data to identify trends, risks and opportunities, preparing reports to support decision-making and curriculum planning.
- Complete statutory and sector workforce data returns, ensuring analytical accuracy and timeliness.
- Provide insight and recommendations based on workforce analysis to support budget planning, staffing models and strategic workforce development.

Policy, Process & Systems Development

- Lead the development, implementation and review of HR policies, ensuring they are legally compliant, clear and operationally effective.
- Use initiative to identify improvements to HR processes and digital systems, enhancing efficiency, accuracy and user experience.
- Act as Web Filter Manager, ensuring systems are monitored in line with safeguarding and organisational policies.

Training, Development & Organisational Culture

- Design and deliver HR-related training for managers, including performance management, absence management, recruitment and equality training.
- Support organisational development initiatives, promoting staff wellbeing, leadership capability and an inclusive workplace culture.
- Champion equality, diversity and inclusion by embedding best practice in all HR activity and supporting College-wide initiatives and training.

Other Requirements

- Demonstrate flexibility and resilience, adapting readily to changing organisational needs and priorities.
- Uphold the College's values, safeguarding commitment and high standards of professionalism.
- Participate in continuous professional development and contribute to enhancement of HR practice within the College.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of South Tyneside College, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College is committed to equality, diversity and inclusion for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at the College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality, Diversity and Inclusion. This will require staff to support the College's initiatives on Equality, Diversity and Inclusion which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences.

If you as a member of staff identify how you or the College can improve its practice on Equality, Diversity, Inclusion and Belonging, please contact the Chair of the EDI Committee.

HEALTH AND SAFETY

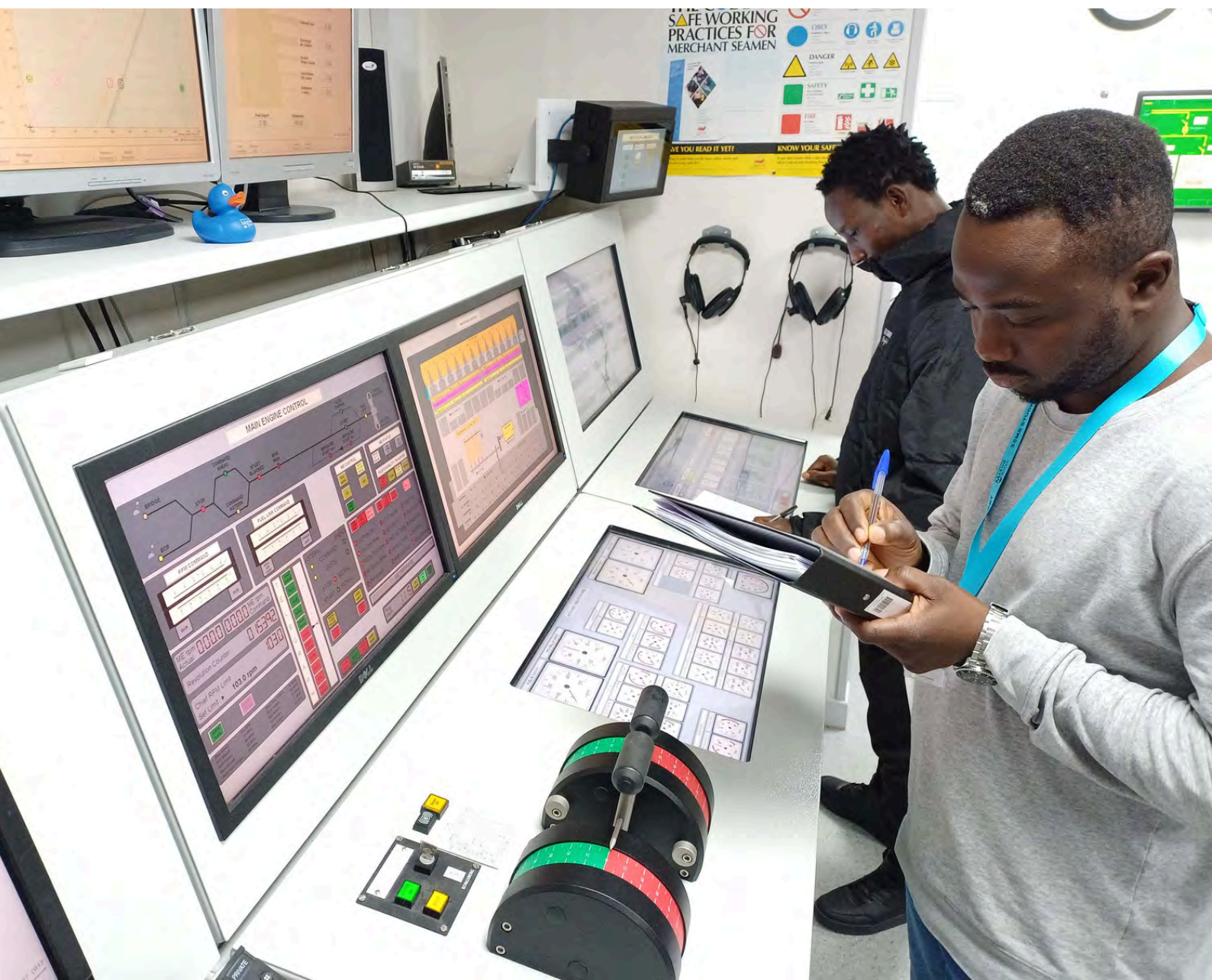
All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in the college Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

South Tyneside College is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults and expects all staff and volunteers to share this commitment.



COMMUNICATION AND WORKING RELATIONSHIPS

Internal Communication/Working Relationships

Liaison with:

- Principals
- Directors
- Heads of Schools
- Other College Managers
- Staff
- Trade Union Representatives local

External Communication/Working Relationships

Liaison with:

- Colleges
- Universities
- AoC
- Employment Tribunals
- Trade Union Representatives at regional level
- Recruitment/Staffing Agencies
- Professional bodies relating to activities of allocated area
- Inspection bodies as appropriate

This is not an exhaustive list – it is for illustrative purposes only



Person Specification

Qualifications

Essential

- CIPD qualification at Level 5 or above, or an equivalent relevant professional qualification; alternatively, substantial demonstrable experience at HR Adviser level.
- GCSE English and mathematics at grade C/4 or above, or equivalent qualifications.
- CIPD Chartered Membership, or evidence of active progression towards Chartered Membership.

Desirable

- Relevant qualification or accredited professional development in workplace wellbeing, mental health, occupational health or health promotion.
- Degree-level qualification.

Knowledge and Experience

Essential

- A minimum of five years' progressive experience in human resources, ideally within a further education or similarly complex public-sector environment.
- Comprehensive and current knowledge of employment law, HR best practice and relevant regulatory requirements.
- Evidence of a sustained commitment to continuing professional development.
- Strong understanding of equality, diversity and inclusion in employment, with the ability to apply these principles in practice.
- Significant experience of leading, managing and developing staff to deliver high-quality services.



Knowledge and Experience cont'd

Essential

- Knowledge and practical experience of performance review, appraisal and employee development processes.
- Sound understanding of strategic planning, workforce planning and effective resource management.
- Experience of developing, implementing, reviewing and monitoring HR policies, procedures and supporting guidance.
- Substantial experience of providing authoritative and pragmatic HR advice to managers with decision-making responsibilities.
- Extensive employee relations experience, including negotiation and consultation and advising on organisational change, restructuring and reorganisation.
- Experience of designing and delivering training or briefing sessions on HR policies, procedures and management practice.

Desirable

- Experience of working in partnership with recognised trade unions and other key stakeholders.



Skills and Personal Attributes

Essential

- Proven ability to plan and prioritise personal and team workloads, manage competing demands and meet deadlines.
- Effective leadership skills, with the ability to motivate teams and support individual and collective development.
- Excellent written and verbal communication skills, with the ability to communicate complex or sensitive information clearly and appropriately.
- Ability to chair meetings effectively, facilitate constructive discussion and secure clear outcomes.
- Ability to build effective and credible working relationships with external bodies, partner organisations and other stakeholders.
- High standards of personal and professional integrity, discretion and confidentiality.
- Ability to work accurately, efficiently and effectively in a fast-paced environment.
- Ability to analyse information and produce clear, accurate and concise reports for senior leaders and governance audiences.
- Sound judgement, resilience and the confidence to challenge constructively and influence decision-making.
- Strong digital capability, including confident use of HR information systems and Microsoft 365 applications.

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications we may complete the shortlisting of candidates based on the essential and desirable criteria.

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.

Initial Discussion and Recorded First-Stage Teams Interview

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. *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.

Please visit www.fea.co.uk/job/tcc-hdhr 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.

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.

Key Dates

Closing date for applications: 9am on Wednesday 18 November 2026.

Interviews to take place on Thursday 26 November 2026.