WORK AT SHIPLEY COLLEGE

Director of People & Culture

Shipley College - Great people, great place!

Hours: 37 Hours per week (full time), full year post, permanent

Salary: £54,972 - £61,860 FTE per annum

Closing Date: Monday 7th December 2026 9am ***(We may close the advert early if sufficient applications are received. So early applications are advised)***

Interview Date: Tuesday 15th December 2026

Start Date: ASAP

WELCOME TO SHIPLEY COLLEGE

A growing Further Education college in the historic village of Saltaire, Shipley College is seeking a Director of People & Culture to develop and lead the delivery of our People Strategy and help realise our ambition to become an employer of choice.

This is a high-profile role that will see you shaping culture, leading change, and ensuring that people remain at the heart of organisational success. You will play a key part in driving transformation across the College, championing employee engagement, wellbeing, and performance. Combining strategic vision with hands-on delivery, you will ensure our recruitment, retention, reward, and recognition frameworks empower staff to excel.

Benefits we offer include:	We are looking for someone who:
• Enhanced Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost bus and train travel* • Access to free onsite car parks • Shopping discounts with discount app *qualifying period applies	• Has a strong track record in HR leadership, organisational change, and cultural transformation. • Has experience managing employee relations • Demonstrates a working understanding of UK Employment Law and HR best practice • Has persuasive communication skills • Is resilient and shows problem-solving capability in a fast-paced environment

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

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Job Description

JOB TITLE	Director of People & Culture
RESPONSIBLE TO	Principal & CEO

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE ROLE

The Director of People & Culture is a high-profile role reporting directly to the Principal & CEO. Leading a team of three, the primary focus of the post is to develop and deliver a comprehensive People Strategy that aligns HR, workforce capability and development and staff engagement in line with the College's broader strategic ambitions.

A central objective of the role is driving organisational transformation, cultural change, and employee engagement. By establishing modern, fair, and effective frameworks for recruitment, retention, reward, and recognition, the Director will ensure that people remain at the heart of the College's success, helping the organisation achieve its ambition of becoming an employer of choice.

The Director is responsible for building strong, collaborative relationships with trade unions and key stakeholders. Through coaching senior leaders, managing the People & Culture team, and using workforce metrics to guide decision-making, the postholder ensures the function delivers a high-performing service that supports the overall objectives of the College.

ROLE AND RESPONSIBILITIES

Strategic Leadership & Organisational Design

- Lead the development, delivery and evaluation of the College's People Strategy.
- Advise the Principal, Senior Leadership Team and Corporation on strategic people and workforce matters.
- Lead workforce planning, organisational design and organisational change.
- Ensure workforce structures and resources support College priorities and financial sustainability.
- Provide workforce intelligence and analysis to inform strategic decision-making.

Leadership, Development & Talent

- Develop leadership and management capability across the College.
- Coach and support senior leaders, curriculum managers and operational managers in effective people management.
- Oversee CPD, appraisals, trainee teacher programmes and leadership development.
- Lead talent management, succession planning and career development.
- Ensure staff development is aligned with organisational priorities.

Recruitment, Retention & Reward

- Lead strategies to attract, recruit and retain high-quality staff, addressing sector-specific recruitment challenges.
- Develop the College's Employee Value Proposition (EVP) and employer brand.
- Oversee reward, recognition and employee benefits.
- Develop approaches that strengthen staff retention and establish the College as an employer of choice.

Engagement, Wellbeing & Culture

- Lead the development of a positive, inclusive and high-performance culture.
- Evolve and champion the College's Health, Safety and Wellbeing Plan.
- Lead employee engagement and staff voice initiatives.
- Promote equality, diversity and inclusion across the workforce.
- Ensure staff feel valued, supported and accountable for delivering high standards.

Employee Relations & Partnership

- Develop strong, constructive relationships with recognised trade unions and staff representatives.
- Provide expert advice on complex employee relations matters.
- Ensure disciplinary, grievance, capability and attendance processes are fair, timely and consistent.
- Lead consultation and communication during organisational change.

People Operations, Governance & Compliance

- Develop and lead a high-performing People & Culture service.
- Ensure effective HR systems, processes and workforce reporting.
- Monitor key People & Culture metrics and workforce trends.
- Ensure compliance with employment law, safer recruitment, safeguarding and relevant statutory requirements.
- Ensure the People & Culture function delivers value for money and supports financial sustainability.

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GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.

- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.

- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.

- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.

- To use IT as designated appropriate to the nature of the role.

- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.

- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Senior-level HR leadership experience within Further Education or private sector.
Degree-level qualification (or equivalent experience).
CIPD Chartered membership (Level 7 or higher)
Strong track record in HR leadership, organisational change, and cultural transformation.
Experience managing employee relations, including working collaboratively with trade unions.
Deep understanding of UK Employment Law and HR best practice
High emotional intelligence and persuasive communication skills
Resilience and problem-solving capability in a fast-paced environment
Significant line management experience

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

FCIPD (Fellowship of the CIPD) status or a Master's qualification in a relevant discipline.
Proven experience supporting, mentoring, and coaching senior leaders to deliver proactive, high-performing services.
Experience dealing with Teachers' Pensions (TPS) and Local Government Pension Schemes (LGPS)
Experience in designing and leading effective recruitment, retention, reward, and recognition frameworks.
Practical experience of leading and championing organisational Health, Safety, and Wellbeing plans.

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of ensuring inclusive practice that enables Equality, celebrates Diversity and supports students with a range of needs.
Demonstrable commitment to safeguarding, student wellbeing and creating a positive, trauma-informed learning environment.
Knowledge and experience of Safeguarding and the PREVENT agenda
Clean driving licence and access to a car with business use insurance

Message from the Senior Leadership Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

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