



## **JOB DESCRIPTION**

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| <b>JOB TITLE:</b>       | <b>HEAD OF PEOPLE AND WELLBEING</b>                                                  |
| <b>RESPONSIBLE TO:</b>  | CEO                                                                                  |
| <b>RESPONSIBLE FOR:</b> | Departmental staff & resources                                                       |
| <b>SALARY:</b>          | Undeb Aber Manager Grade                                                             |
| <b>HOURS:</b>           | Full-time, annualised hours, to be worked flexibly in negotiation with line manager. |
| <b>DATE OF WRITING:</b> | January 2023                                                                         |

### **PURPOSE OF ROLE**

To ensure that all staff related activity is conducted in line with the Union policy & procedures and that all policy & procedures are maintained in line with legislation and best practice. To oversee the management, delivery and development of Undeb Aber's Advice Service and key organisational processes such as learning & development activity, staff wellbeing, and the induction programme.

To be a proactive member of the Undeb Aber Leadership Team, contributing to developing and achieving organisation wide objectives and strategy within budget.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Leadership & Management**

- To be a proactive, supportive and responsible member of the Undeb Aber Leadership Team.
- To support the CEO and Leadership Team in the development, delivery, monitoring and evaluation of long term organisational strategy.

- To commit the resources of this department to advancing the collective purpose and strategy of Undeb Aber.
- To provide effective management of SU resources including supporting, empowering and challenging staff to succeed within budget.
- To commit to the development of staff to promote excellence in staff impact and achievement.
- To apply the Undeb Aber HR and staff management policies consistently and effectively.
- To support Officers and Representatives to do a great job of representing and influencing for Undeb Aber's members.
- To work with other managers, departments and partners to advance the collective goals of the SU.
- To encourage and promote partnership working between staff, departments and organisations to achieve mutually beneficial objectives.
- To effectively and responsibly manage the budgets and resources designated for use by this department.

## **2. People**

- To support the recruitment of new staff, including arranging advertising, scheduling interviews and managing related paperwork.
- To ensure all new staff receive a welcoming and informative induction to Undeb Aber.
- To liaise with AU payroll and Undeb Aber finance regarding staff pay, to ensure staff are rewarded accurately as per contract terms.
- To keep and maintain an accessible file of relevant policies, supporting managers to apply policy to their staffing matters.
- To maintain and monitor records of leave and absence, advising staff and management of allowances and policies.
- To support managers in their effective management of staff, including wellbeing, the scheduling of annual appraisals, and the provision of relevant policies and paperwork.
- To maintain the confidential HR files for all Undeb Aber staff.
- To keep abreast of learning and development opportunities, and advising staff and managers of such.
- Working with the CEO, to review HR policies, seeking guidance from external professionals as required.
- To hold return to work meetings after sickness and exit interviews for staff who leave.

## **3. Advice & Policy**

- To ensure the provision of a high quality, independent advice and advocacy service that specialises in matters of student dispute with AU, including appeals, complaints, disciplinary procedures etc
- To ensure that any and all student issues brought to the service are signposted appropriately according to the best source of advice and support.
- To ensure effective focus of this service to avoid duplication or inefficiency, taking account of local and AU services.
- To develop working partnerships with local and AU service providers to ensure efficient and effective routes to appropriate services
- To keep, evaluate and monitor service usage data to establish key themes of issues impacting Undeb Aber members.

- To provide Aber SU Officers and Representatives with well evidenced and articulated data to enable them to effectively represent the interests of Undeb Aber members.
- To support Undeb Aber Officers and Representatives to make well-informed comment on and to influence AU policy and practice
- To support Undeb Aber Officers and Representatives to make well-informed comment on and to influence Government/Local Authority policy and practice
- To monitor, evaluate and report influence and impact achieved through such representation interventions.
- To be the Undeb Aber lead staff member on the development of and adherence to Data Protection policy.
- To be the Undeb Aber lead staff member on the development of and adherence to policy regarding the safeguarding of vulnerable people.

#### **4. Supporting the Trustees**

- With the CEO and Chair, ensure an effective induction for new Trustees.
- To develop, update and distribute accordingly a 'handbook' of governance material, including governing documentation, legislative duties and guidance and related matters for Trustees' attention, particularly at induction.
- To prompt Trustees and Management as appropriate on matters of governance/compliance as per the annual cycle of business, for example the registering of accounts with the Charity Commission and the reporting of complaints to University Governors.
- To support Trustees in identifying development needs and sourcing relevant training and support to promote high quality governance.
- To support Trustees to source specific specialist external advice as required.
- To support Trustees to consider their performance and objectives aligned with the NUS Good Governance Guide and other sector best practice.
- To keep abreast of NUS, NCVO and other sector agencies' advice and guidance to identify relevant and valuable information and opportunities for Trustees.
- To provide a high-quality secretarial service to the Trustee Board
- To schedule, and organise dates, times, location, room bookings etc for meetings as required.
- To take and distribute minutes of discussions and decisions of these meetings.
- To ensure accountability and transparency of Undeb Aber governance by publishing agreed trustee minutes online.
- To ensure effective, accessible and secure record keeping of minutes over time.
- To promote and maintain matters of confidentiality as required.

## **5. Other Duties:**

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

### **Changes to Job Description**

This job description may be subject to modification or amendment at any time following consultation with the post holder.

*This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.*