



# **APPOINTMENT OF GROUP HEAD OF PEOPLE**

THE *Stowe*  
GROUP

<b>Job Title:</b>	<b>Group Head of People</b>
<b>Department:</b>	<b>People</b>
<b>Accountable to:</b>	<b>Group Director of People</b>
<b>Responsible for:</b>	<b>3 x People Business Partner</b> (2 indirect reports)
<b>Job type:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>40 hours per week/52 weeks</b>

## Purpose of Job

To lead the operational people function to build and align people business plans that are focused on driving capability, colleague engagement and develop approaches that achieve shared organisational objectives. You will also proactively lead the implementation of effective people strategies, activities and projects within the organisation aligned to the People strategy.

## Context

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe's world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision.



"Welcome from the Stowe Group! There has never been a more exciting time to join the People Team. We have big ambitions for our People agenda so if you want to be part of our progressive journey, we look forward to hearing from you."

**Jaime Chahal, Director of People for The Stowe Group**



# Key responsibilities

- To lead, manage and coach the People Business Partnering team for The Stowe Group; ensuring a highly motivated and focused team, with structured 121s, personal development and clear objectives and prioritisation.
- To lead the effective delivery of operational People support across The Stowe Group building and maintaining trusted relationships with colleagues and people leaders across the business.
- Lead the execution of a seamless end to end People experience across the employee lifecycle. Collaborating closely to manage a smooth transition from the talent acquisition team.
- Ensure the creation and delivery of People Business Plans ensuring that these are tailored to the customer group and are fit for purpose, ensuring alignment between the broader People strategy and priorities.
- Building a Groupwide People Business Plan that drives key strategic people topics to enhance the colleague experience.
- To manage the engagement measurement tools, ensuring effective communication and delivery of robust action planning.
- Subject matter expert and point of escalation in regards to complex Employee Relations cases, ensuring legal compliance is continually being met and drive creative solutions to resolve complex employee issues.
- To lead the development of best in class and legally compliant people policy and procedure. Promote best practices to foster collaboration across the departments, strengthen work relationships, build morale, and increase productivity and retention.
- To ensure compliance of all HR processes including ISI requirements, Safeguarding etc.
- Coach and influence senior leadership on all People related matters to support The Stowe Group's vision, mission, and overall objectives and to improve leadership and management capabilities and drive effectiveness.
- Lead, challenge and contribute to organisational design and resource discussions, proposing alternatives and providing organisational context to guide effective and strategic decision making and outcomes.
- Implement, facilitate and support change management processes relating to 'People' initiatives.
- Diagnose talent related challenges and develop strategy and solutions to support the organisation.
- Lead pay review process for The Stowe Group and have complete oversight of all benchmarking and reward activity
- To support the allocation of School accommodation and the management of the accommodation policy.
- Facilitate and deliver core development activities as needed including supporting team days.
- Develop relevant KPI and insight reports to drive key people decisions and ensure key feedback is followed up with relevant senior leaders.
- Propose and implement solutions to people challenges which assist managers and improve colleague experience and retention.
- Support safeguarding interviews, complex hires and inductions as necessary.
- Lead on the delivery and execution of specific elements of the People strategy across all elements of the people journey for example engagement projects, reward initiatives, wellbeing, implementation of new HR systems etc.

# Person Specification

Skills	Essential	<ul style="list-style-type: none"> <li>• Customer focused; able to build credible working relationships at pace</li> <li>• Strong organisational skills and ability to juggle multiple priorities</li> <li>• Highly effective communication, coaching and stakeholder management skills.</li> <li>• Strong people leader with a strong sense of collaboration, empathy and challenge; able to set and deliver high standards.</li> <li>• Ability to demonstrate strong attention to detail</li> <li>• Can work under pressure and still retain the ability to maintain high levels of energy and resilience to “make things happen”</li> <li>• Able to be innovative and creative in finding solutions to complex problems</li> <li>• Demonstrated discretion, confidentiality and integrity</li> <li>• Project management; able to plan and execute assigned projects within the agreed time frame delivering high quality results and follow through on projects to completion.</li> <li>• Pro-active, self-motivated with high personal expectations and resilience</li> <li>• Flexible and adaptable</li> </ul>
Experience	Essential	<ul style="list-style-type: none"> <li>• Senior operational HR/People experience covering the full employee lifecycle</li> <li>• Proven delivery including a track record of leading a diversity of people projects</li> <li>• Dexterity in influencing at a senior level</li> <li>• Strong understanding of employment legislation and handling complex employee relations cases to resolution</li> <li>• Practical experience of complex compensation structures</li> <li>• Development of cultural change</li> <li>• Experience of working across multi-site operations</li> <li>• People management experience as a leader in your own right</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Understanding of education sector</li> <li>• Experience of working with trade union</li> </ul>
Qualifications	Essential	<ul style="list-style-type: none"> <li>• MCIPD qualified</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Graduate</li> <li>• Qualification in team diagnostic tools e.g. SDI, MBTI, Hogan.</li> <li>• Coaching qualification.</li> </ul>

## Benefits

25 days plus 8 days bank holidays  
Free meals, refreshments and parking  
Competitive pension scheme  
Discounted School Fees – 50% across all Schools  
Annual Golf Membership for colleague and immediate family  
Use of School facilities – gym/swimming pool for colleague and family  
Death in service benefit  
Wellbeing benefits including free Flu vaccination and eye tests  
10% discount in the School Shop  
Learning and development opportunities

## We are Change Makers

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

## How to Apply

We have big ambitions for our People agenda so if you want to be part of our exciting journey, please send your CV directly to our Group Director of People at [jchahal@stowe.co.uk](mailto:jchahal@stowe.co.uk)

**Closing date** 22<sup>nd</sup> June 2022

**First stage interviews** w/c 27<sup>th</sup> June 2022

For any questions or for an informal chat please don't hesitate to contact Group Director of People: [jchahal@stowe.co.uk](mailto:jchahal@stowe.co.uk) or call 01280 818005

# Come work with us!

**“It is a fantastic place to work! Every day is different.”**

**“There is a great sense of being part of the wider community.”**

# **We are Change Makers**

Stowe School, Stowe, Buckingham MK18 5EH

Recruitment@stowe.co.uk +44 (0)1280 818005 [www.stowe.co.uk](http://www.stowe.co.uk)