

Job Description

Job Title: Head of HR
Department: Human Resources
Grade: G
Location: Guildhall School of Music and Drama
Responsible to: Chief Operating Officer
Responsible for: The HR team

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

The Head of HR will champion a people-centred, high-performing culture that enables the Guildhall School to thrive artistically, academically, and organisationally. They will lead a confident, proactive HR function that is trusted across the School, known for its professionalism, strategic insight, and commitment to inclusion and wellbeing.

Through strong partnership with senior leaders, the Head of HR will ensure that the School attracts, develops, and retains exceptional talent; that policies and processes are modern, fair, and compliant; and that the HR team continues to deliver consistent, high-quality outcomes. They will build on the strong foundations already in place, driving continuous improvement and ensuring the School's people strategy supports long-term sustainability, creativity, and excellence.

Main Duties & Responsibilities

- Provide strategic leadership for the HR function, ensuring a consistent, professional, and high-quality approach to all people-related matters across the School.
- Lead the delivery of the School's people strategy, ensuring alignment with the Guildhall
- School's mission, values, and the City of London Corporation's frameworks.
- Build on the HR team's successful outputs, embedding a culture of continuous improvement, collaboration, and service excellence.
- Act as a trusted adviser to the Principal, Senior Management Team, and Heads of



- Department, providing expert guidance on workforce planning, organisational development, employee relations, and people policy.
- Ensure compliance with employment legislation, sector requirements, and City of London policies, while developing Guildhall-specific procedures where needed to support the School's specialist environment.
- Contribute actively to the Senior Management Team and Executive Directorate
- decision-making, shaping organisational priorities and supporting the School's long-term sustainability and success.
- Provide strategic oversight of Learning & Development across the School, ensuring staff development activity is aligned with organisational priorities and supports a culture of continuous learning.
- Chair the Staff Development Committee, ensuring effective governance, prioritisation, and evaluation of development initiatives.
- Oversee the School's HESA staff returns, ensuring accuracy, compliance, and timely Submission.

Key Responsibilities

Strategic Leadership

- Lead the development and implementation of the School's people strategy, ensuring it supports artistic, academic, and operational priorities.
- Provide strategic HR advice to senior leaders, influencing decision-making and organisational planning.
- Maintain strong relationships with City of London HR teams, ensuring alignment, compliance, and effective collaboration.

HR Team Leadership

- Lead, coach, and develop the HR team, ensuring high performance, professional growth, and a cohesive, supportive working culture.
- Embed consistent HR practices, ensuring the team continues to deliver timely, accurate, and high-quality services.

Workforce Planning & Organisational Development

- Lead workforce planning across the School, ensuring sustainable staffing models, effective succession planning, and alignment with future organisational needs.
- Support organisational change initiatives, ensuring clear communication, engagement, and compliance with governance requirements.

Employee Relations & Policy

- Oversee complex employee relations matters, ensuring fair, consistent, and legally compliant outcomes.
- Ensure HR policies remain current, compliant, and reflective of best practice.
- Develop Guildhall-specific procedures where needed to support the School's specialist environment.

Recruitment, Talent & Inclusion

- Oversee recruitment and onboarding, ensuring inclusive, efficient, and sector-appropriate processes.
- Champion equality, diversity, and inclusion across the School, ensuring EDI principles are embedded in culture, policy, and practice.
- Support leadership capability through coaching, development, and partnership with City of London L&D.

Learning & Development

- Provide strategic leadership for Learning & Development across the School, ensuring
- development activity supports organisational priorities, staff capability, and long-term
- workforce resilience.
- Oversee the design, commissioning, and evaluation of L&D programmes, ensuring they meet
- the needs of a diverse, specialist workforce.
- Work closely with senior leaders to identify development needs and ensure targeted,
- impactful interventions.
- Chair the Staff Development Committee, ensuring robust governance, prioritisation of
- resources, and alignment with the School's strategic aims.
- Promote a culture of continuous learning, reflective practice, and professional growth across all staff groups.

HR Operations, Compliance & Reporting

- Oversee the effective use of HR systems (including iTrent/SAP), ensuring accurate data, reporting, and payroll processes.
- Ensure readiness for audits, inspections, and external reporting requirements (e.g., OfS returns).
- Lead the preparation and submission of the School's HESA staff returns, ensuring accuracy, compliance, and timely delivery.
- Maintain up-to-date knowledge of employment law and sector developments, advising SMT on implications.



To undertake any other duties that may reasonably be requested commensurate with the grade and as directed by the GSMD Chief Operating Officer.

Person Specification

Job Title: Head of HR
Department: Human Resources
Grade: G
Trent Position number:
DBS Criterion: (delete as appropriate)
No DBS required
Security Vetting Criterion: (delete as appropriate)
No security vetting is required
Politically Restricted Post Criterion: (delete as appropriate)
This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)

- Chartered Member of CIPD (or equivalent experience demonstrating knowledge at this level). (A)
- Evidence of ongoing professional development. (A,I)

Experience

- Significant experience operating at senior HR level, ideally within Higher Education, the arts, or a similarly complex, specialist environment. (A,I)
Proven track record of leading HR teams and delivering high-quality, consistent HR services. (A,I)
- Experience advising senior leaders on strategic HR matters, including workforce planning, organisational change, and employee relations. (A,I)
- Strong experience working with trade unions and navigating collective consultation. (A,I)
- Demonstrable experience developing and implementing HR policies and procedures. (A,I)



Experience working within or alongside shared service HR models (e.g., corporate HR functions).(A,I)

- Experience supporting EDI initiatives and embedding inclusive practices. (A,I)
- Experience presenting to senior committees, boards, or governance bodies.(A,I)
- Proven ability to build, influence, and maintain strong relationships with senior stakeholders across both the Guildhall School and the wider City of London Corporation, navigating a complex shared-service environment with confidence and diplomacy. (A,I)
- Experience overseeing Learning & Development strategy and/or chairing development-focused committees (desirable) (A,I).
- Experience managing statutory reporting such as HESA returns (desirable). (A,I)

Knowledge & Skills

- Excellent knowledge of UK employment law and HR best practice. (A,I)
- Strong understanding of EDI principles and their application in HE and the arts. (A,I)
- Ability to analyse HR data and use insight to inform decision-making. (A,I)
- Strong leadership, coaching, and team development skills. (A,I)
- Excellent communication, influencing, and relationship-building skills. (A,I)
- Exceptional stakeholder management skills, with the credibility and emotional intelligence to engage senior colleagues within the School and the City Corporation, fostering trust, collaboration, and aligned decision-making. (A,I)
- Ability to balance strategic thinking with operational delivery. (A,I)
- High levels of discretion, judgement, and emotional intelligence. (I)

Personal Attributes (A,I)

- Collaborative, inclusive, and people-centred leadership style.
- Confident, credible, and able to influence at all levels.
- Proactive, solutions-focused, and committed to continuous improvement. Resilient, adaptable, and comfortable navigating complexity.
- Passionate about supporting a creative, diverse, and high-performing community.



Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £68,300 - £85,000 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on permanent basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.



Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.