

WEYMOUTH AND  
KINGSTON MAURWARD  
COLLEGE



One College  
One Future

Chief People Officer



CANDIDATE INFORMATION PACK

December 2024

[www.fea.co.uk/wkmc-cpo](http://www.fea.co.uk/wkmc-cpo)



# Welcome



Dear Colleague,

## Chief People Officer

Thank you for expressing an interest in the role of Chief People Officer at Weymouth and Kingston Maurward College.

Weymouth and Kingston Maurward College was formed following a merger between Weymouth College and Kingston Maurward College which took effect on 1 August 2024, following an extensive process initiated by the Department for Education and the Further Education Commissioner. I am delighted to have recently been appointed the permanent Principal and CEO of the newly merged College with effect from 1 December 2024.

Located on the stunning Jurassic Coast and in the beautiful Dorset countryside, together the College's two campuses can now offer a broader range of courses, from land-based studies to A Levels, vocational courses and apprenticeships, with exceptional levels of support to ensure students are ready for life and the world of work.

The merger has undoubtedly created a stronger and far more resilient College which will be able to build on existing partnerships with local businesses and community organisations to ensure the curriculum is cohesive and contemporary and that students leave the College with not only the skills employers need but also the attitudes and ambition to be truly exceptional employees. The College has an extensive commercial offer, across a very diverse range of areas, which complement the College's curriculum offer and give students opportunities to gain vital skills in a real world environment.

The two existing sites are very different and distinctive and there is much to be done on the alignment of systems and process, and the development of a one College culture over the next year or so. We are just in the process of defining a new mission, vision and set of values for the College and developing a new brand to propel the College into the future. These are exciting times and the perfect opportunity to join the College as it realises the wealth of opportunities provided by the merger.





As Chief People Officer you will have a passion for driving people-focused strategies and will be an influencer on the development of one ethos, one culture. With extensive experience in strategic human resource management, you will also bring a proven track record of fostering an inclusive workplace and expertise in managing complex change initiatives.

I'm looking for enthusiastic, open-minded, team-focused individuals that align with the College's dynamic and innovative culture. Is that you?

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Prior to submitting an application, interested parties are encouraged to arrange an initial conversation with our lead consultant, by emailing [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@fea.co.uk), to discuss the role before the closing date.

I look forward to reviewing your application and exploring the possibility of having you join Weymouth and Kingston Maurward College in this important role. We are excited about the opportunities the merger presents for our College and the role we play in our students' success and our local and regional communities.

**Kate Wills**  
Principal and CEO

# Job Description

**Job title:** Chief People Officer

**Reports to:** CEO and Principal

**Salary:** Competitive Salary

## Purpose of the Job

As an integral member of our Senior Leadership Team, the Chief People Officer (CPO) will be the key strategic partner with responsibility for delivering a clear and visible difference to the current and future workforce. Directing the design of our People and Culture Strategy, and leading the delivery of the WKMC People Plan, the CPO will lead and inspire staff to deliver sustainable cultural change to ensure WKMC sets a clear example in our people practices and our ambition to be a top employer nationally. The CPO will ensure that the people and culture strategy is aligned to the organisational strategy whilst being responsive to the short- and medium-term change agenda. To deliver on our aspiration of making WKMC a great place to work the CPO will drive an organisational transformation programme across all aspects of the people agenda with focus on diversity and inclusion and effective strategic workforce planning.

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The lists that follow are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Chief People Officer. The postholder will take part in an annual cycle of appraisal which will be conducted by the CEO and Principal.







## Accountabilities

### HR & Organisational Development (OD) Strategy

- Develop and implement a People Strategy that aligns to WKMC's strategic objectives.
- Design and implement HR, OD and organisational design strategies, policies and systems to ensure WKMC is a supportive and compliant workplace.
- Coordinate and assure quality in providing expert, evidence-based advice on HR and OD matters to support strategic planning.
- Develop business plans and offer strategic advice in HR and OD, ensuring organisational changes and programmes are evidence-based.
- Strengthen the HR and OD functions by building leadership and team capabilities and supporting a culture aligned with organisational goals.
- Develop HR and OD teams to deliver effective, locally-based business support that is also centrally managed.
- Standardise terms, conditions, policies and procedures across WKMC.

### Culture

- As a member of SLT, help to shape the College's Mission, Vision and Values.
- With the Principal/CEO's support, ensure the Senior Leadership Team are coached and challenged to hold people to account for delivery of collective and individual objectives.
- Ensure the work climate and staff attitudes are regularly assessed so that arising priorities are actioned by leading on colleague well-being initiatives.
- With Senior Leadership Team support, develop a culture of mutual support, co-operation and shared purpose across the organisation.

### Employee Engagement, Experience and Inclusion

- Lead on the delivery and outcomes of employee engagement through which colleague voice is heard, captured and responded to.
- Integrate employee well-being into workplace practices, promoting a supportive work environment.
- Ensure consistent well-being metrics are in place for a unified staff experience.
- Advance diversity and inclusion initiatives.



## Workforce Planning

- Build a robust workforce planning framework to support workforce strategies, transformations and organisational changes at WKMC.
- Ensure the workforce plan is agile to anticipate and respond to the educational landscape within the changing economic climate.
- Contribute to the development and monitoring of the College staffing budget to enable the senior team to maintain an accurate staffing establishment and remain within the College's staffing budget.

## Pay and Employee Relations

- Develop and manage relationships with trade unions and stakeholders to improve people policies and address WKMC's approach to change.
- Oversee pay, conditions and employee relations within a structured, legally compliant framework aligned with organisational culture.
- Provide effective pay and pensions services, ensuring compliance with all terms and conditions of service.
- Develop a comprehensive staff benefits package to place WKMC as an employer of choice.

## Organisational Development

- Support WKMC's operating model and organisational growth through leadership development, workforce flexibility and integration, guided by a strategic Workforce OD plan.
- Place strategic workforce planning at the core of functional services to align with organisational and people strategies.
- Collaborate to implement continuous improvement and productivity programs, maximising workforce value.
- Offer expert advice on change management and restructuring to enhance the current operating model.



## Excellence in People Practices

- Develop a targeted workforce improvement programme to ensure a diverse talent pool and address recruitment, retention, performance and well-being needs.
- Revamp recruitment and promotion processes to accelerate diverse and high-quality appointments.
- Champion exemplary people management practices, emphasising staff engagement, health, well-being and inclusion.
- Meet WKMC's learning and development needs through innovative approaches.
- Ensure comprehensive support, onboarding, training and professional development for all staff, including senior leaders.

## Equality, Diversity and Inclusion (EDI)

- Promote equality and diversity across WKMC, reducing inequalities and upholding inclusive practices.
- Lead development and implementation of policies supporting equality in all organisational development activities.
- Foster an inclusive work environment where diversity is valued and WKMC fulfills its duty to promote equality.
- Develop and lead staff networks that support and promote diversity and inclusion at WKMC.
- Serve as the Senior Leadership Team lead on equality, diversity and inclusion.





# Person Specification

**The following are considered essential for the role:**

## Experience

- Significant people experience gained from working at senior leadership level.
- A high level of relevant professional, technical skills and knowledge of workforce, talent management and HR.
- Experience of leading policy development in complex organisations.
- Excellent knowledge of relevant legal frameworks and regulations.
- Ability to drive innovative approaches in HR and OD.

## Skills

- Proven leadership and strategic thinking skills.
- Highly developed negotiation and political skills and awareness and experience of operating at Board level.
- Excellent communicator and leader of change.
- Proven experience at a leadership level in delivering transformational change.
- Ability to demonstrate, at a senior level, a range of leadership styles, influencing skills, sound judgement and flexibility to secure results.
- A role model, demonstrating a high level of integrity and the ability to motivate others.
- Personally values diversity and difference, operates with integrity and openness and as an inclusive leader.
- Clear integrity and a commitment to maintaining the highest personal and professional standards, appropriate to the responsibilities attached to holding a senior position within a public body.

## Qualifications

- Chartered Member of CIPD.
- Educated to degree level or equivalent.





# Key Dates and the Recruitment Process



Closing date: **9am on Tuesday 28 January 2025**

Interviews: **Wednesday 5 February 2025**

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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 are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@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 see the final page for full details on how to submit your application.

## 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.

# Submitting Your Application



Having obtained the full information from <https://www.fea.co.uk/wkmc-cpo/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

## Email Checklist

**Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions.** These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. **An Application Form with all sections completed** including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10. References are usually sought after the interview process and the college will not contact referees without your prior approval.**
- **Ensure you enter your name/e-signature and date in section 11.**
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – wkmc-cpo - Application.**

2. **The Equality and Diversity Monitoring Form.**

- This is a Word format document. Please click **inside** each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – wkmc-cpo - ED.**