



Head of HR and People



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Welcome

Thank you for your interest in joining Union.

As we move forward from our former identity as ARU Students’ Union, this new chapter represents a pivotal moment for our organisation. Rebranding as Union reflects our ambition to be a modern, values-driven organisation that is clear in purpose, confident in voice, and united in its commitment to students and staff.

Our people are central to everything we do. As we develop the next phase of our strategy, we are investing in the culture, capability, and wellbeing of our teams so they can deliver exceptional experiences for ARU students. This moment of transformation offers a rare opportunity for a Head of HR and People to lead meaningful organisational development, shaping our systems, strengthening our culture, and supporting our people to thrive.

We are building an environment where colleagues feel valued, empowered, and connected to our mission. The successful candidate will play a vital role in ensuring Union continues to be a workplace where people can do their best work, grow professionally, and feel part of something with purpose.

We are delighted that you are considering joining us at such an exciting time. If you share our passion for developing people, driving positive culture, and making a real difference to students’ lives, we look forward to exploring how you could be part of Union’s next chapter.



Rohan Rajesh
Union President



John Valerkou
Chief Executive Officer

Strategy

Mission: A student-powered union where every voice matters, every campus connects, and good vibes are part of the culture.

Model: Five Campuses, One Union

Pillars and Foundation:

- A) We will put students in charge
- B) We will extend students' rights and opportunities
- C) We will build and nurture communities
- D) Multisite organisation and functionality

Who We Are

This organisation is a registered charity and limited company supporting Anglia Ruskin University students across five distinct campuses, each offering unique opportunities and challenges for its 30,000 members. Led by annually elected sabbatical officers and a senior management team, it empowers a staff team of around sixty-five and fifty student staff to deliver representation, opportunities, and advice.

Directorates

We have three distinct directorates:

- Student Leadership and Communities
- Marketing, Enterprise and Insight
- Central Services

Student Leadership and Communities

The Student Leadership and Communities Directorate leads on Union's core student-facing work, including Advice, Representation, Societies, internal Volunteering, Student-Led Projects, and Campus-Based Engagement.

Marketing, Enterprise and Insight

We deliver bold, insight-driven marketing, vibrant enterprise spaces, and data-led decision-making that together strengthen student connection, opportunity, and experience. By combining creative storytelling, welcoming commercial environments, and robust student insight, we ensure every service and campaign is purposeful, impactful, and truly shaped by our community.

Central Services

Our Central Services directorate underpins the Union with strong, people-centred HR support and robust financial and risk management, ensuring our organisation is stable, compliant, and ready to grow. By investing in our staff and safeguarding our resources, these functions create the foundations that allow every part of the Union to operate confidently, sustainably, and in the best interests of students.

THE OFFICER TEAM



**Hi, my name is
Ashmin K Shaju**
Peterborough
Campus Officer

**Hi, my name is
Nayem Hasan**
London Campus
Officer

**Hi, my name is
Rohan Rajesh**
President

**Hi, my name is
Amelia Brewer**
Writtle Campus
Officer

**Hi, my name is
Jeena Thomas**
Education
Officer

**Hi, my name is
Roshan Lal**
Welfare and
Liberation
Officer

**Hi, my name
is Ramees Nazar**
Activities and
Opportunities
Officer

**Hi, my name
is Gawdham
Krishna Melath**
International and
PGR Officer

Job Description

Head of HR and People

Reporting to: Chief Executive Officer

Responsible for: HR & Payroll Co-ordinator, HR & Recruitment Co-ordinator.

Salary: £47,124 (Grade 7)

Hours of Work: 35 hours per week

Location: This role can be based in Cambridge or Chelmsford. Travel between all campuses will be required at times.

Department: HR and People (Central Services)

Purpose of the job:

Lead Union's HR and People team, ensuring effective support is provided to staff at all levels. To enable managers to recruit effectively, manage and develop cohesive teams and retain great people who demonstrate our values. To have overall strategic responsibility for the continual development of the Union's HR strategy. Be an active member of Union Steering Group responsible for key Union decisions. This position will ensure there is a positive workplace culture, providing strategic guidance to senior leadership team liaising closely with the CEO.

Key Responsibilities

Lead the design and implementation of the Union's people-focused initiatives, ensuring alignment with strategic and organisational priorities across all campuses.

- Oversee all stages of employment, including recruitment, onboarding, performance management, and compliance with employment law, right-to-work and visa requirements.
- Ensure HR policies, contracts, and the Staff Handbook remain current, legally compliant, and consistently applied.

- Provide expert leadership on employee relations, including grievances, wellbeing, welfare, and constructive engagement with Trade Union representatives.
- Design and implement staff learning, development and retention initiatives that support capability building and a positive workplace culture.
- Lead on reward, payroll and benefits, including liaison with university finance and external payroll providers.
- Develop and deliver staff engagement plans, responding to feedback and monitoring organisational culture and performance.
- Produce high-quality HR reporting and insights for the Senior Management Team, Trustee Board and relevant sub-committees.
- Manage the HR and People department budgets and oversee strategic HR projects that enable organisational improvement and change.
- Support the induction, development and people-related needs of elected officers and other key stakeholders.
- Carry out any other duties or projects as may be assigned to the post-holder by the Union which are reasonably consistent with the position.

Union expects all staff to participate in any training program, meeting or conference considered relevant to your job. Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Welcome Fairs, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally, of Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

Person Spec

| Criteria | Essential | Desirable | How Identified |
|---|-----------|-----------|---------------------------|
| Education/Qualifications | | | |
| Minimum G.C.S.E. or Level 2 equivalent English and Maths | | ✓ | Application/ Evidence |
| Degree | | ✓ | Evidence |
| CIPD level 5 or HR degree | | ✓ | Application/ Evidence |
| Knowledge & Experience | | | |
| Relevant experience of working in a HR-related management role | ✓ | | Application |
| Relevant line management experience | ✓ | | Application |
| Experience of managing budgets and financial tasks | | ✓ | Application |
| Knowledge of up-to-date HR legislation | ✓ | | Application/ interview |
| Skills & Abilities | | | |
| Experience using digital platforms to manage HR processes and produce management reports. | ✓ | | Application |
| Strong ability to plan and deliver staff learning and development initiatives (training, induction, workshops). | | ✓ | Application/ interview |
| Excellent communication skills both written and oral | ✓ | | Application/ interview |
| Time management and prioritising skills | ✓ | | Application/ interview |
| Ability to manage conflict | ✓ | | Interview |
| Criteria | Essential | Desirable | How Identified |

| | | | |
|--|---|---|---------------------------|
| Personal Qualities | | | |
| Patience, enthusiasm, ability to motivate others | ✓ | | Interview |
| Calm approach | ✓ | | Interview |
| Flexible and adaptable approach to work and working hours | ✓ | | Application |
| Customer focused with the ability to work with a range of people | ✓ | | Interview |
| Other | | | |
| Understanding of and commitment to the principles of equal opportunities | ✓ | | Application/ interview |
| A desire for self-development, willing to engage in training opportunities | ✓ | | Interview |
| Ability to travel independently to other locations (cross campus role) | ✓ | | Application |
| Full driving licence | | ✓ | Evidence |



Process

Simply head over to arunion.co.uk/jobs, navigate to the role you'd like to apply for and complete the online application form. Unfortunately, we don't accept CV's, or applications that are sent by email, so ensure you complete the application form via the application portal. Any questions please send them to: recruitment@arunion.co.uk

Please note, that all employees are subject to pre-employment checks including a Disclosure and Barring Service check if required for the role.

At Union ARU, we're committed to building a workforce that truly reflects the diversity of the community we serve. We welcome applications from people of all backgrounds, regardless of gender, age, nationality, ethnicity, sexuality, religion, or disability.

Every candidate is treated fairly, and all appointments are made based on merit. If you have any questions about any of our roles, please feel free to contact us at recruitment@arunion.co.uk

Staff Benefits

| Staff Benefits | Hot drink loyalty cards in Cambridge, Chelmsford and Writtle |
|--|---|
| Financial Wellbeing | Milestone Birthday recognition |
| Equal contribution pension with 3 x Salary Life assurance | Allowances |
| Medicash Health Cash plan | Enhanced family leave; Maternity and Paternity or Co Parental leave |
| Free Tea & Coffee provision | Enhanced statutory leave provisions |
| Professional Development | Leave and Time Off |
| Short training courses | 25 – 30 days annual leave plus 8 bank holidays |
| Accredited qualifications | Up to 7 closure days in addition to annual leave |
| Conferences | Work Life Balance |
| Mentoring and Coaching | Hybrid working |
| Project leadership | Flexible working |
| LinkedIn Learning and ARU courses available | Health and Wellbeing |
| Perks | Employee Assistance Program |
| Cycle to work scheme | Paid time off for medical appointments |
| Tech Scheme | Wellness hours |
| Summer and winter celebrations | Gym discounts (through ARU) |
| Discounts on hot food in our outlets | |



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