

# Director of HR

Grade: SCS2

Salary: Up to £125,000 subject to SCS rules on promotion

Closing date: 23:55 on Wednesday 16 April 2025

HM Land  
Registry





# Thank you for your interest in HM Land Registry

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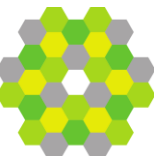
Simon Hayes  
**Chief Executive  
and Chief Land  
Registrar**

We're delighted you've expressed an interest in joining HM Land Registry, and we wish you the best of luck with your application. This candidate information pack will provide you with useful knowledge about our organisation, and we hope it helps you to make the most of your application.

HM Land Registry has a proud history, spanning more than 160 years. Although a lot has changed in that time, our core purpose has remained the same. We play a role in every single purchase of land or property in England and Wales, ensuring that the right information is made available to buyers and conveyancers to help them make informed decisions.

Our mission is clear: to improve accessibility, transparency and efficiency for our customers, guaranteeing property rights and enabling the housing market to function effectively. We are a non-ministerial department of the Ministry of Housing, Communities and Local Government, and we have exciting plans for the future which include creating a fully digital, geospatial land register.

Our People Strategy is ambitious, and this role is crucial in supporting the delivery of this. We still have a lot of work to do to create the Land Registry of the future. As we do this, we will continue to be a people-focused organisation.



# About the Role

## Role Title

Director of HR

## Grade

SCS2

## Directorate

HR

## Hours

Full Time / Part Time / Job Share

Due to the significant leadership demands of this role, the minimum part-time hours are 30 hours per week.

## Contract Type

Permanent

## Role Purpose

Every one of our people plays a vital role in bringing our ambition of enabling a world-leading property market to life. We've already been investing heavily in our people; we've been building up organisational and individual skills and capabilities, whilst enabling all of our colleagues to deliver for our customers by improving the systems and tools they use.

As our new Director of HR, you will be at the forefront of creating the Land Registry of the future, ensuring that we have the right people, that we develop all colleagues in their roles, and that we create an environment in which they can thrive.

This role combines a core strategic focus on delivering an evolving organisation-wide People Strategy, centred on capacity, capability and culture across our complex multi-site business, with the day-to-day operational leadership of a range of HR disciplines. You will lead our team of c. 100 HR professionals, developing them in their strategic and delivery capabilities, and you will oversee a budget of c. £10m in support of our c. £330m business.



# About the Role

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## The role is responsible for:

- As part of the executive team, providing strategic HR advice and support to the Chief Executive and Chief Land Registrar, HM Land Registry (HMLR) Board and other senior managers, within the context of the Business Strategy.
- Collaborating with senior stakeholders to deliver an evolving organisation-wide People Strategy and people change programmes to drive up the overall capacity and capability of HMLR's workforce.
- Developing the people resources and skills needed to enable the organisation to operate effectively, using and building existing diverse talent and attracting a range of talent to the organisation.
- Enabling a professional people management capability across the organisation.
- Fostering a culture of staff engagement through partnership working, including sponsoring a positive employee relations environment with the departmental trade unions.
- Managing senior stakeholder relationships through strong influencing and partnering skills, confidently challenging at executive level.
- Dealing with and giving advice on the most complex or sensitive personnel cases, providing counsel to senior staff.



# Person Specification

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## Skills and Qualifications Required:

- Chartered member status within the CIPD (Chartered MCIPD).

## Essential Experience Criteria

- Extensive experience of leading a HR function within an organisation of a significant size and complexity.
- A proven ability to develop strategic leadership and HR operational leadership in others.
- Experience of delivering an organisation-wide People Strategy in collaboration with senior stakeholders, within a multi-site organisation.
- Demonstrable experience of successfully leading the strategic design and delivery of people-focused change programmes designed to improve organisational culture and performance.
- Excellent communication and interpersonal skills and experience, coupled with the ability to make an impact at the highest level across the organisation and wider professional community.
- Experience of partnership-based employee relations, and an ability to develop and deliver a professional expert HR services that are aligned with and contribute directly to the achievement of business goals.
- Expertise in applying coaching skills to support both HR professionals and wider management teams, particularly in the context of leadership development at all levels.



# Application Process

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GatenbySanderson are managing this competition on behalf of HM Land Registry. To apply, please submit the following application documents to [www.gatenbysanderson.com/job/GSe121010](http://www.gatenbysanderson.com/job/GSe121010) by no later than 23:55 on Wednesday 16 April 2025:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A **Statement of Suitability** (no longer than two pages), giving examples of how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.
3. A completed **Diversity Questionnaire**.

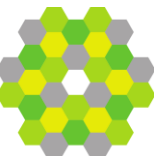
We highly value diversity in all its forms and welcome applications from all sections of society. We're committed to implementing and monitoring our equality and diversity policies with the aim of recruiting, retaining and promoting staff regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

You will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say', but this information is very important to the Civil Service as we seek to build organisations and develop policies that reflect our society. Any information you provide is confidential and will not be used during the selection process or to inform decision making.

All applications will be acknowledged.

Failure to submit your CV and Statement of Suitability will mean the panel have only limited information on which to assess your application against the criteria in the person specification. Please ensure that both documents contain your full name.

Should you encounter any issues with your online application, please contact [devon.coates-leaning@gatenbysanderson.com](mailto:devon.coates-leaning@gatenbysanderson.com)



# Selection Process

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## Longlist / Shortlist

You will receive email acknowledgment of your application through the online process.

At the longlist meeting, applications will be sifted to select candidates demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

Longlisted candidates will be invited to a preliminary interview with GatenbySanderson to discuss the role and their suitability in more detail. Due diligence checks will be carried out on all longlisted candidates.

Following the preliminary interview, a panel shortlist meeting will take place where the results of the preliminary interviews will be discussed. Those candidates who demonstrate strongest suitability assessed against the essential criteria in the 'Person Specification' will be invited to final interview.

Please see the timeline on slide 9 which indicates the date by which decisions are expected to be made, and all longlisted and shortlisted candidates will be advised of the outcome as soon as possible thereafter.

## Staff Engagement Exercise

If you are shortlisted, you will be invited to take part in a staff engagement exercise assessed by GatenbySanderson, for which a pre-briefing will be offered. This will involve a discussion with a panel made up of HMLR staff from across the organisation.

This assessment will not result in a pass or fail decision, instead it is designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

## Informal Discussion

You will also have the opportunity to speak to Simon Hayes (CEO) prior to the final interview to learn more about the role and the

organisation. Please note this is not part of the formal assessment process.

We may take up references for shortlisted candidates prior to interview.

## Interview

You will be asked to attend a face-to-face panel interview at HM Land Registry Croydon Office to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the 'Person Specification'. Interviews will consist of questions where you will be expected to build on the information provided in your CV and Statement of Suitability.

Please note, you may be asked to deliver a short presentation as part of the panel interview. More information will be issued to candidates invited to interview.



# Recruitment Panel

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Elizabeth Hambley – Civil Service Commissioner, will chair the process.

The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit based on fair and open competition, in accordance with the Recruitment Principles. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code, which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found on the [Civil Service Commission website](#).

Simon Hayes, Chief Executive and Chief Land Registrar, HM Land Registry and other panel members will also be on the panel with the Civil Service Commissioner.

For a confidential conversation about this role, please contact Orla Brennan at GatenbySanderson on [orla.brennan@gatenbysanderson.com](mailto:orla.brennan@gatenbysanderson.com)



**Elizabeth Hambley**  
**Civil Service Commissioner**





# Indicative Timeline

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Campaign launch	19 March 2025
Application closing date	23:55 on 16 April 2025
Longlist meeting	w/c 21 April 2025
Preliminary interviews with GatenbySanderson	w/c 28 April / w/c 5 May 2025
Shortlist meeting	w/c 5 May 2025
Informal discussions & staff engagement exercise	w/c 12 May 2025
Final selection interviews	w/c 26 May 2025





# Our Registers

## The Land Register

More than

**26 million entries**

Covers around 88% of the land area. The registered properties are worth around £8 trillion and have between £1-1.5 trillion of lending secured against them.

## The Local Land Charges Register

More than

**2.5 million charges**

Local authority information about the use and enjoyment of properties. Includes listed building status, tree preservation orders and other environmental protections.

## The Land Charges Register

More than

**5.7 million entries**

Information about charges (such as mortgages) and other burdens over unregistered land. It also includes bankruptcy information.

## The Agricultural Credits Register

More than

**50,000 entries**

Provides a means of ensuring security for lending over farm assets other than the land itself, such as livestock and equipment.



# Our Purpose, Vision and Values

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Our purpose, vision and values are integral to our organisation and define how we provide our services to the public and our industry partners. They provide a framework for our governance and ensure that our actions contribute positively to land ownership in England and Wales.

## Our Purpose

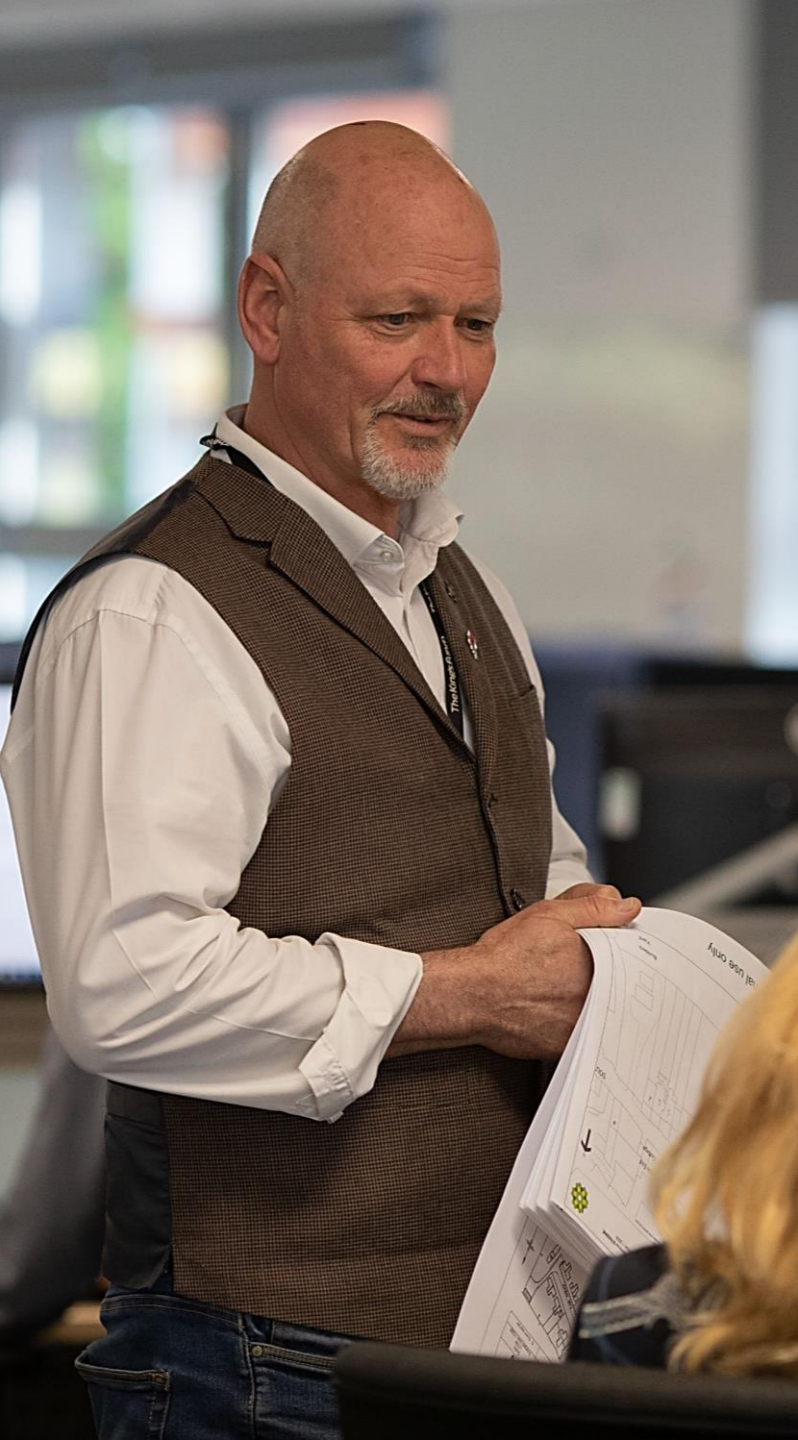
We protect your land ownership and provide services and data that underpin an efficient and informed property market.

## Our Vision

A world-leading property market as part of a thriving economy and a sustainable future.

## Our Values

- We have **integrity** – we value honesty, trust, and doing the right thing in the right way.
- We drive **innovation** – we are forward thinking, embrace change, and are continually improving our processes.
- We are **professional** – we value and grow our knowledge and professional expertise.
- We give **assurance** – we guarantee our services and provide confidence to the property market.





# Our Locations

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We have fourteen office locations across England and Wales. Your nearest office will be assigned as your 'home' office and therefore you will need to be based within a commutable distance of:

- Birkenhead (CH41 6DU)
- Coventry (CV1 2WT)
- Croydon (CR0 2AQ)
- Durham (DH1 5TR)
- Fylde (PR4 1TE)
- Gloucester (GL1 1DQ)
- Hull (HU2 8JN)
- Leicester (LE3 5DR)
- Nottingham (NG2 1AW)
- Peterborough (PE1 1QF)
- Plymouth (PL6 5WS)
- Swansea (SA7 9FQ)
- Telford (TF3 4LR)
- Weymouth (DT4 9TT)

## Travel Requirements

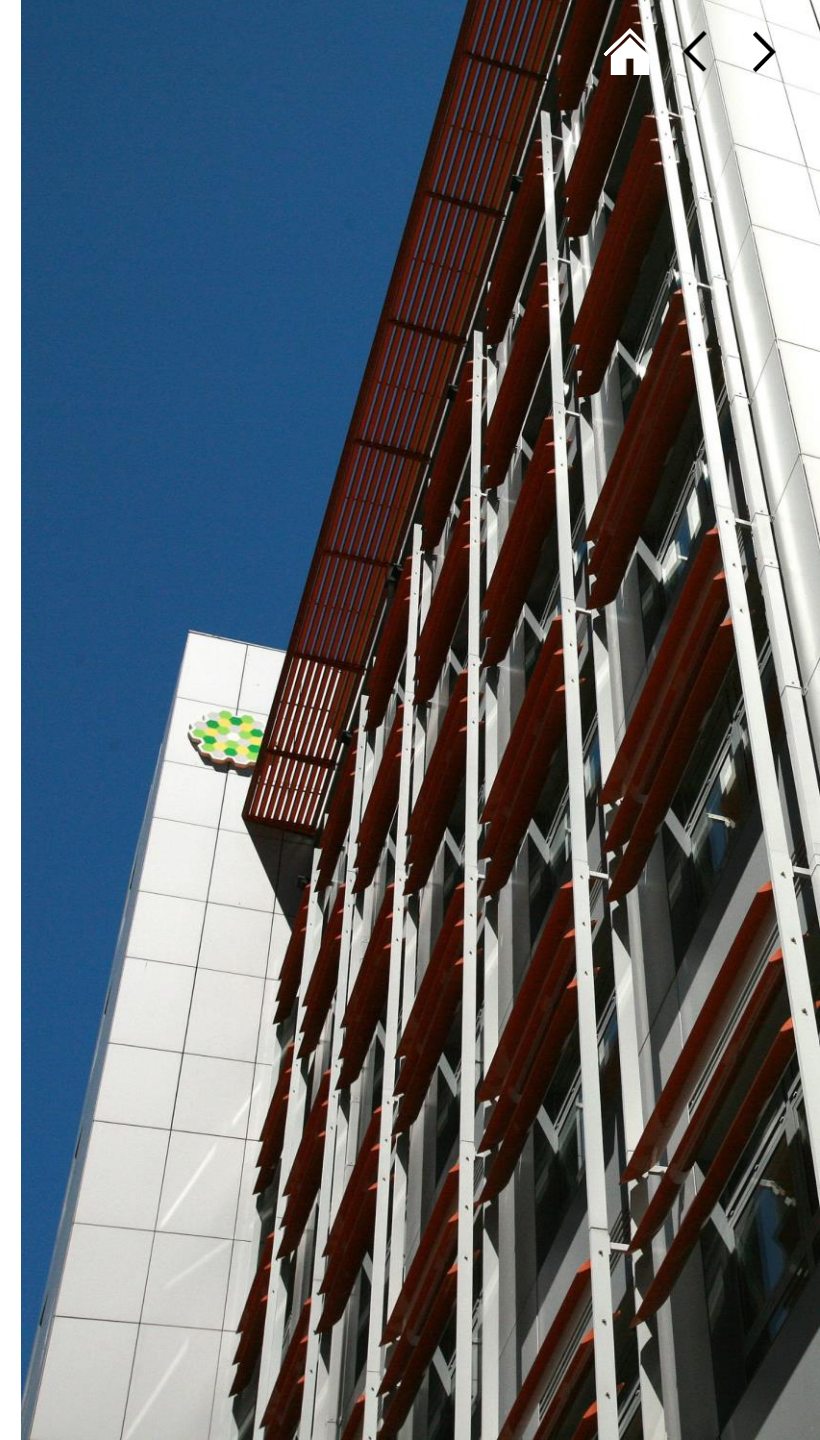
This role will require regular travel including overnight stays.

## Flexible Working

HM Land Registry encourage flexible working where it is appropriate and recognise the clear benefits to both employers and staff that this brings.

Where it can be accommodated, we support employees to combine their work in the office with home-based working. This non-contractual arrangement expects that employees will spend a minimum of 60% of their time working from one of our fourteen offices. The rest of your time can be worked from home, or from the office, depending on your preference.

Please be aware this role can only be worked from the UK and is not available for working overseas.



# Diversity and Inclusion

We're committed to fairness and equality for all, so you feel valued for who you are and what you do. We value the variation of skills and diversity of thought that a truly representative workforce brings.

## Disability Confident

We are proud to have been recognised as a Disability Confident Leader by the Civil Service Disability Confident Scheme (DCS). We encourage individuals with a disability or health condition (either physical or mental) to share this information with us as soon as possible so that we can put the right support in place during the recruitment process.

DCS applicants who meet the minimum criteria at shortlisting are guaranteed an invitation to the next stage.

## Neurodiversity

We welcome applications from candidates with neurodiverse conditions and value the unique strengths that may be associated

with neurodiversity. Here at HM Land Registry, we actively support our neurodiverse colleagues and encourage them to fully develop their careers.

We recognise that many neurodivergent people consider themselves to have a difference and not a disability, but we ensure that everyone with a neurodiverse condition can access workplace adjustments and peer support as required.

Anyone with a neurodiverse condition is covered under the Disability Confident Scheme (DCS).

## Carer Confident

Without the right support, 1 in 6 carers give up work or reduce working hours to care.

We've been awarded Carer Confident Accomplished – demonstrating our commitment to supporting carers in our organisation through policy, practical support, and peer support.

## Staff Networks

We have a variety of staff networks that provide a safe space for employees and help people from different abilities, cultures, ethnicities, and lifestyles to feel able to play their role in making HM Land Registry an innovative organisation. One of the biggest roles our networks play is to remove barriers so that everyone can make a full contribution to the success of HM Land Registry and feel that they can come to work and “be themselves”.





# Reasonable Adjustments

We're here to support you if you need an adjustment during the recruitment process. We can provide adjustments even if you do not feel you qualify for the Disability Confident Scheme.

Some adjustments that we have offered to candidates previously include:

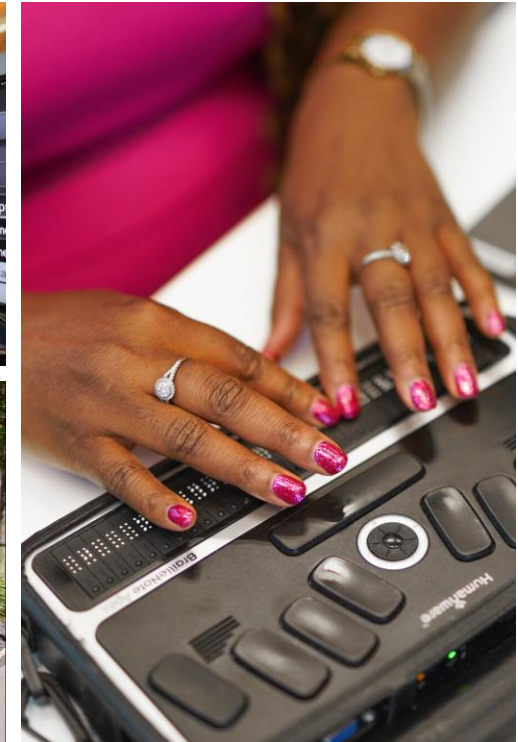
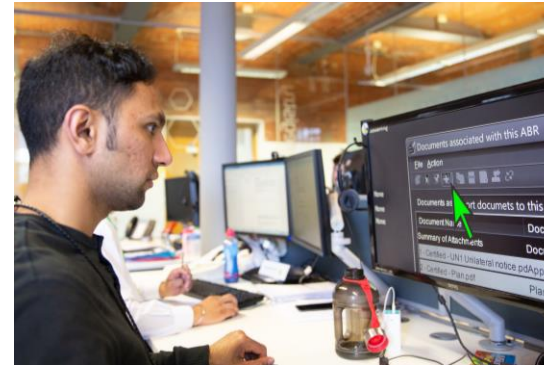
- Providing interview questions in another format (e.g. in writing).
- Providing interview questions in advance of the interview.
- Allowing extra time for timed tests, interviews, and other activities.
- A sign language interpreter during assessments.
- Extra information about what to expect from an interview or assessment.

You should tell us as soon as possible if you need an adjustment, but you can request one at any point.

If you request an adjustment you should try to tell us:

- The reason you need an adjustment,
- possible adjustments you feel you may benefit from, and
- previous adjustments you have had, if any.

Wherever possible, we will work with you to ensure that we accommodate your needs. Please [email our recruitment team](#) or the named contact on the job advert.



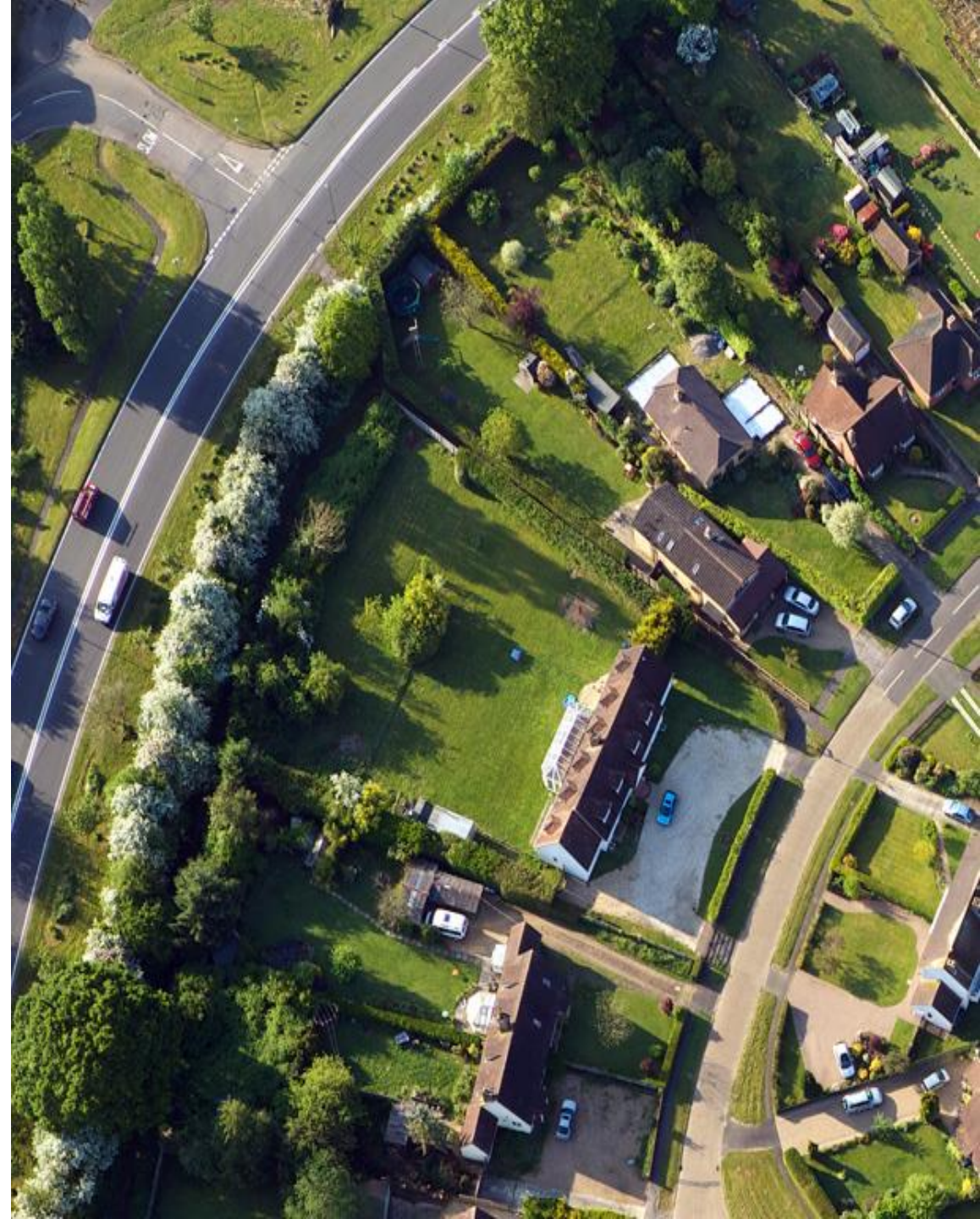


# Our Total Reward Package

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In addition to a competitive annual salary, HM Land Registry employees can also enjoy a variety of benefits, including:

- **Flexible working** hours.
- **Hybrid working** options.
- A secure, inflation-proof **pension for life**, on a career-average basis, including death in service benefit.
- Generous **annual leave** entitlements – 28.5 days paid holiday per year (pro-rata for park time staff).
- All UK public **bank holidays** (normally 8 days per year).
- Enhanced **maternity, paternity and adoption** leave.
- Support with **accreditation to professional bodies**.
- Access to **LR Leisure**, our sports and social club.
- Up to three **paid volunteering days** a year.



# Further Information

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## Veteran's Scheme

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

To be eligible for this scheme in the Civil Service, you must:

- have served for at least one year in Her Majesty's Armed Forces (as a Regular or Reserve); this includes time spent training
- be in transition from, or ceased to be a member of, HM Armed Forces
- not already be a civil servant, or be employed by a Civil Service Commission accredited public body

There is no maximum time limit from when you left HM Armed Forces to be eligible for this initiative.

## Nationality Requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#)
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements](#)

## Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard](#) checks.



# Further Information

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## Expenses

Any expenses incurred by candidates as part of the recruitment process are not refundable.

## Conflicts of Interest

We kindly ask that you inform GatenbySanderson of any issues that may be perceived as a conflict of interest as soon as possible by emailing [devon.coates-leaning@gatenbysanderson.com](mailto:devon.coates-leaning@gatenbysanderson.com).

## Complaints

This competition is regulated by the Civil Service Commission.

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles.

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, please email [hrresourcingteam2@landregistry.gov.uk](mailto:hrresourcingteam2@landregistry.gov.uk) in the first instance.

If you are not satisfied with the response you receive from HM Land Registry, then you may take your complaint to the Civil Service Commission: <http://civilservicecommission.independent.gov.uk/making-complaint/>