



**Deputy Director of HR  
(Organisation Design and Development)**

**Grade:** SCS1

**Salary:** c.£90k

**Closing date:** Friday 7 February 2025 at 11:55pm

 HM Land  
Registry



# Thank you for your interest in HM Land Registry

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Simon Morris  
**Director of Human Resources**

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.

We provide expert services to the UK public, guaranteeing property rights and enabling the housing market to function effectively.

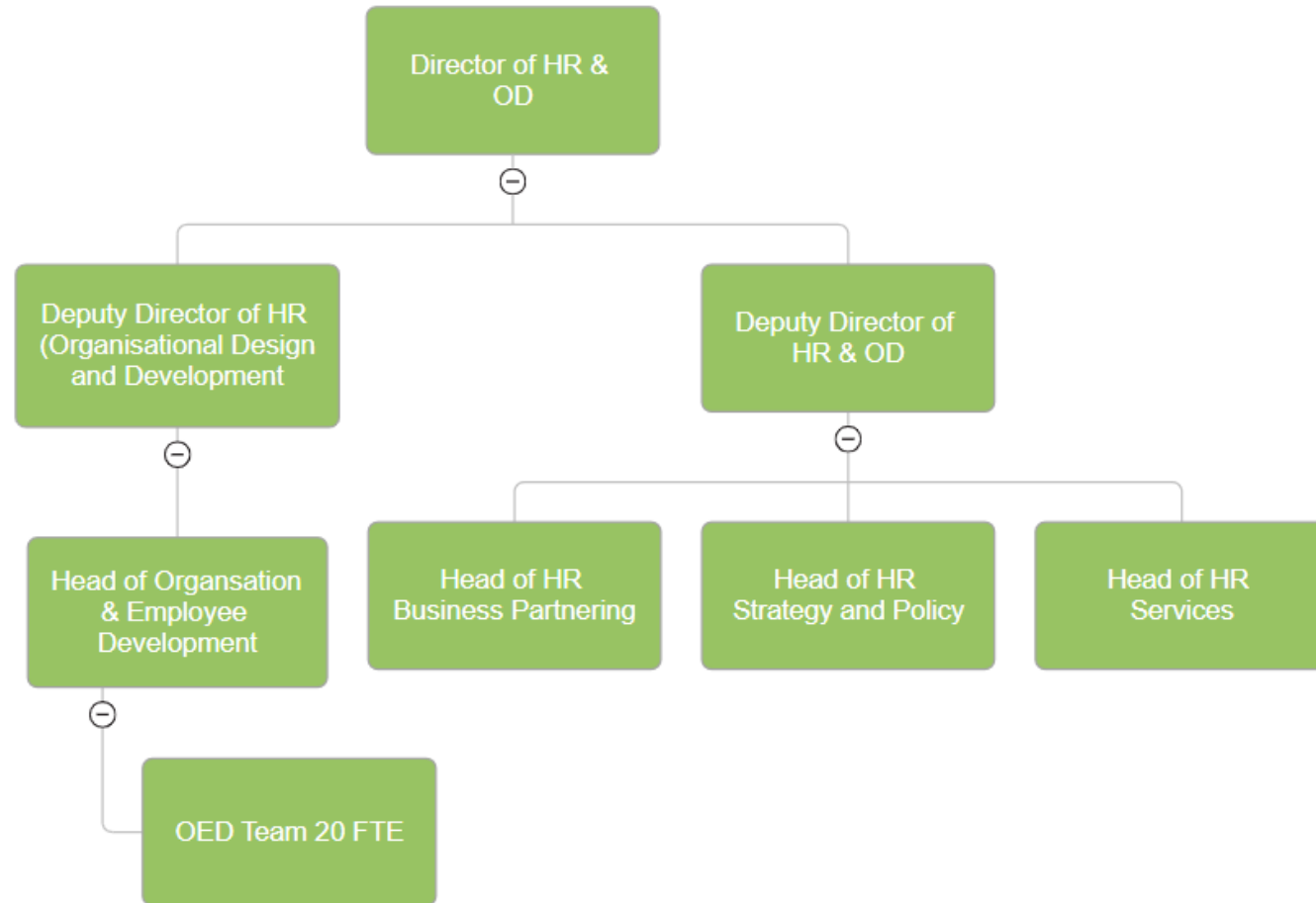
Our People Strategy is ambitious, and this role is crucial in supporting the delivery of this.

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.

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. Our focus is simple; we will ensure that we have the right people, that we develop all of our colleagues, and we will create an environment in which they can thrive.



# HR & OED



# About the Role

## Role Title

Deputy Director of HR (Organisation Design and Development)

## Directorate

Human Resources

## Grade

SCS1

## Location

Any HMLR Office Location

## 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.

## Salary

c.£90k per annum. For existing Civil Service applicants, usual SCS rules on promotion and transfer applies.

## Contract Type

Permanent

## Role Purpose

This newly created role will be a critical member of our Senior Executive Team, reporting directly into the Director of Human Resources. We are looking for a truly exceptional and inspirational specialist, who will role model corporate leadership, organisational values and cultural aspirations.

The role holder will be accountable for ensuring that all our design and development strategies and activities are effective and aligned to the strategic needs of the organisation. This is an important role for HMLR, and we are introducing it at a critical time; we're already started investing in our leadership and line management capabilities; and through our Strategic Workforce Planning we are starting to build a clearer vision of the future changes we will need to make to the organisation over the coming years. There are still significant changes to make, and for the right candidate this role offers the opportunity to help create the Land Registry of the future.

An important part of the role will be effectively managing and challenging our most senior stakeholders, including our Land Registry Board, our Directors, Deputy Directors and our wider leadership groups.

There are two immediate focus areas for the role holder, as follows:

- Organisation design: work with colleagues from across the organisation to review how leadership and management strategies and activities are coordinated across HMLR; with the specific aim of joining up these activities more effectively. This will require a detailed review of ways of working, accountabilities and responsibilities within HR and with other directorates in HMLR. Our aim is for the most effective operating model to be in place by summer 2025.
- Organisation development: investment in leadership and management continues to be a focus area for the organisation; there are several changes we are working on that will challenge many of our leaders and managers, requiring a step change in our organisational capabilities. Providing clarity on what success looks like, and working across the organisation to effectively implement sustainable change in this area will be key.

Check out our video [here](#) from the Director of HR, Simon Morris, to find out more about the role.



# About the role

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## Main Duties

- Create a centre of expertise around organisation design and development across HMLR. Engage with relevant subject matter experts from the HR team and the wider organisation. Build an ethos of using people analytics to inform recommendations and decisions.
- Confidently influence and engage with our Land Registry Board, HMLR leaders and our governance committees, ensuring that all stakeholders are committed to the implementation of the change activities required to support our strategic ambitions.
- Through effective team leadership, design and deliver individual, group and organisation-wide interventions supporting the implementation of a range of OD&D activity linked to leadership and management, employee experience, development of organisational culture and development of our structures.
- Ensure effective development of the HMLR leadership cohorts (including the Senior Executive Team, Leadership Group, and Strategic People Leaders Network), focusing on organisational values and leadership behaviours/expectations.

- Develop and manage plans of activity across HMLR, ensuring alignment and coherence with dependant or linked work.
- Drive employee engagement and development of the HMLR culture, working in proximity with colleagues in communications and business change functions.

## Budget

Budget holder; acts in line with requirements detailed in personal letter of delegation from Accounting Officer.

## Line Management

The current team consists of circa 23 colleagues (including one grade 6 'Head of' and two grade 7 Organisation Development Managers, with a focus on Learning and Development activities). The HR function is currently considering the most appropriate structure to meet the organisational needs.

## Additional Requirements

This role will require regular travel including overnight stays.



# Success Profiles

## Success Profiles

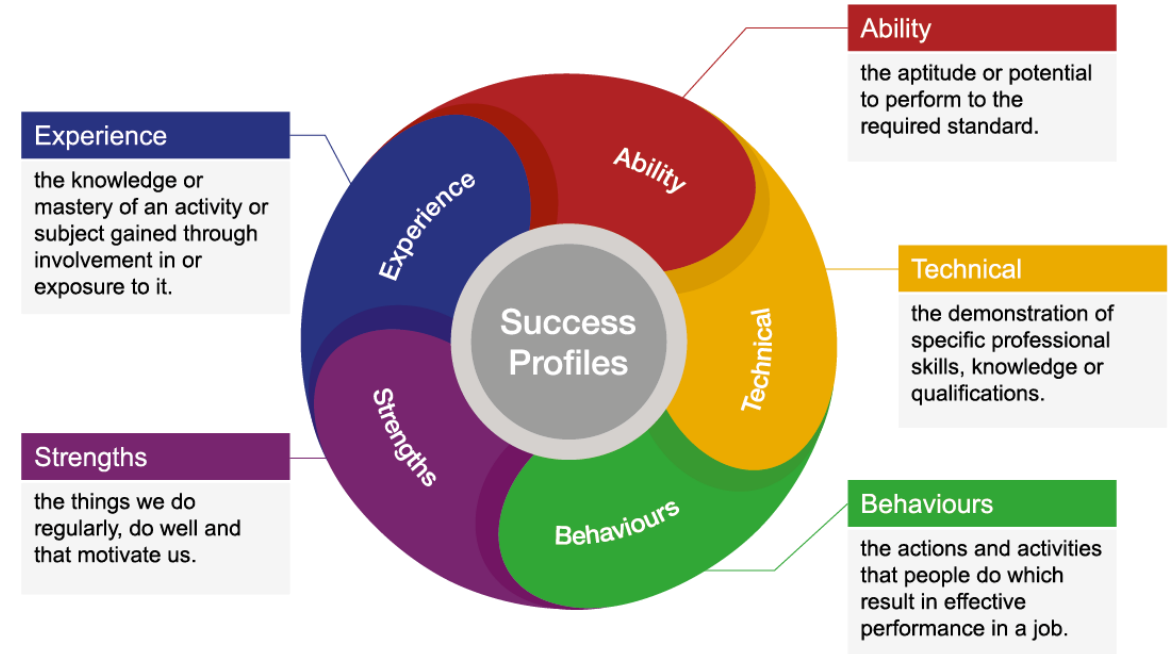
During the various stages of the recruitment campaign, applicants will be assessed against the [Civil Service Success Profiles](#).

The Success Profile Framework was introduced to attract people of talent and experience from a range of sectors and all walks of life into the Civil Service.

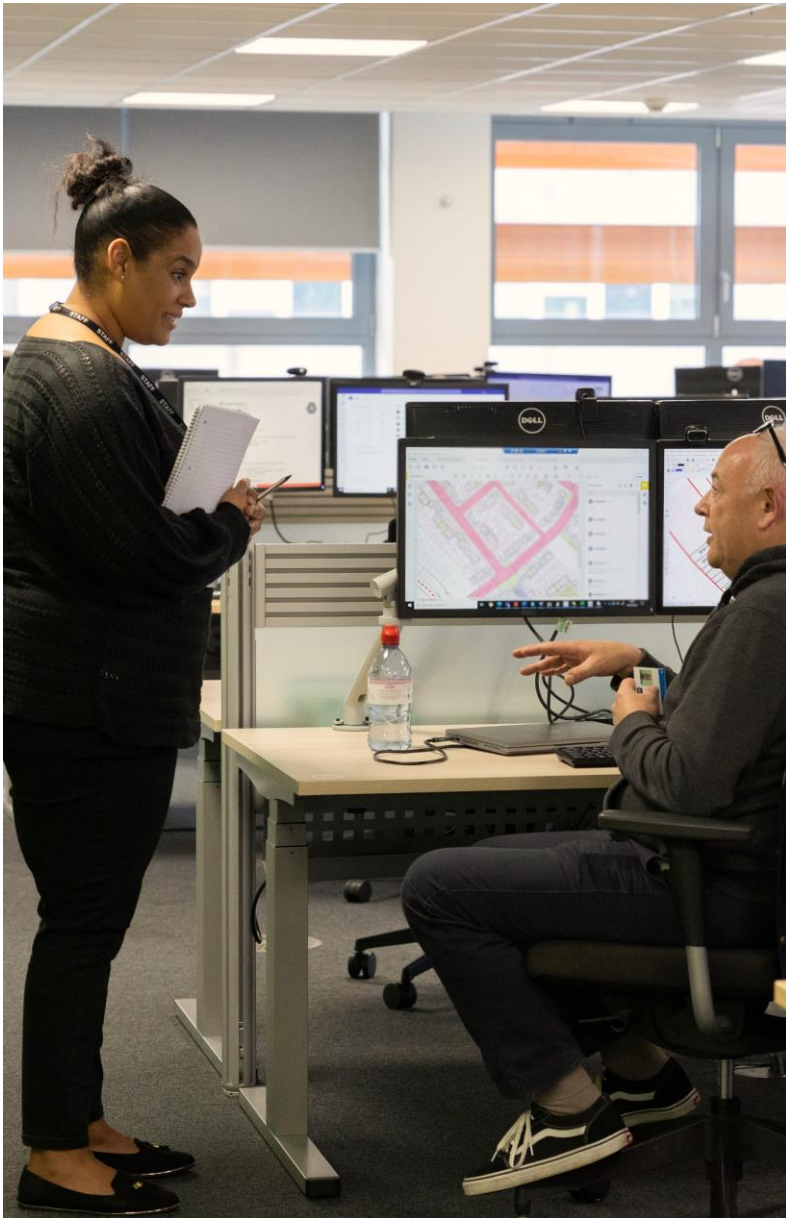
Success Profiles are a flexible framework to assess candidates against a range of elements, using a variety of selection methods. This gives us the best possible chance of finding the right person for the job, driving performance and improving diversity and inclusivity.

The Civil Service values honesty and integrity and expects all candidates to share these values. Please ensure all examples provided throughout the recruitment process are representative of your own experience.

For more information see the following link: [Artificial Intelligence in recruitment | Civil Service Careers](#)



# Person Specification



## Essential Technical skills and qualifications:

- Experience of diagnosing, developing, and delivering OD&D solutions at pace, and in a range of contexts is essential.
- A recognised CIPD qualification at Level 5 or Level 7 is essential.

## Desirable Technical skills and qualifications

- Chartered Fellowship of the CIPD is preferred.

## Essential Experience criteria

- Senior design and development leadership experience within a service delivery organisation of significant scale and complexity.
- Proven track record of aligning design and development activities to the strategic needs of the organisation.
- Values-based leadership, prioritising diversity & inclusion and improving capability within geographically dispersed, multi-disciplinary teams.
- Experience of operating successfully within a complex organisation, forging collaborative relationships and building coalitions to ensure successful implementation.
- The ability to drive change at pace (whilst ensuring that stakeholders, leaders, managers and employees see the opportunities/benefits).

## Essential Behaviours

- Seeing the Big Picture
- Changing and Improving
- Communicating and Influencing
- Leadership
- Delivering at Pace



# Application Process

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Veredus are managing this competition on behalf of HM Land Registry. To apply, please submit the following through the Veredus website at [www.Veredus.co.uk](http://www.Veredus.co.uk) quoting reference 17452 by no later than 23:55 GMT 7<sup>th</sup> February 2025.

- A **CV** setting out your career history, with key responsibilities and achievements. Please provide reasons for any gaps within the last two years.
- A **Statement of Suitability** (around two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with reference to the criteria in the person specification.

On the Veredus website you will see the following forms that also need completing:

- Diversity Monitoring Form
- Candidate Supporting Information Form
- Disability Confident Scheme Form (if applicable)

If you encounter any issues with your application, please contact:

[Laura.Spurgin@veredus.co.uk](mailto:Laura.Spurgin@veredus.co.uk)

[Andra.Parvu@veredus.co.uk](mailto:Andra.Parvu@veredus.co.uk)





# Application Process

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## Longlist / Shortlist

- The panel will assess and select applicants who demonstrate the best fit with the role by considering the evidence provided against the criteria set out in the Person Specification. Failure to address any or all of these may affect your application.
- Candidates selected for longlisting will be invited for a preliminary interview with Veredus to explore their skills and experience. Following this, the panel will further assess longlisted candidates, using the insight provided and will agree a shortlist for final panel interviews.
- A longlist decision is expected to be made during w/c 17<sup>th</sup> February 2025 followed by a shortlist decision the following week. All candidates will be notified of the outcome shortly afterwards.

## Preliminary Interviews

- Longlisted candidates will be invited to participate in a preliminary interview with Veredus. The interview should last for approximately one hour and be conducted digitally at a pre-agreed time. During the interview, you will be asked questions related to your motivation and the points highlighted in the Person Specification for this role.

## Staff Engagement Exercise

You will be invited to attend a short Staff Engagement Exercise prior to the interview. This will involve delivering a 10-minute presentation to the panel based on a topic provided in advance.

## Final Panel Interviews

The final panel interviews are going to be held face to face in London. Please note, you may be asked to deliver a presentation as part of the panel interview. More information will be issued on invitation.

## Contact Details

For further information or a confidential conversation about the role, please contact Veredus:

[Laura.Spurqin@veredus.co.uk](mailto:Laura.Spurqin@veredus.co.uk)

[Andra.Parvu@veredus.co.uk](mailto:Andra.Parvu@veredus.co.uk)





# Indicative Timeline

Campaign Launch	6 <sup>th</sup> January 2025
Application closing date	7 <sup>th</sup> February 2025 at 23:55pm
Longlist meeting	w/c 17 <sup>th</sup> February 2025
Preliminary Interviews	w/c 24 <sup>th</sup> February 2025
Shortlist meeting	w/c 10 <sup>th</sup> March 2025
Staff Engagement Exercise	w/c 17 <sup>th</sup> March 2025
Final Selection Interviews	w/c 31 <sup>st</sup> March 2025



# What we do

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We protect the ownership of land and provide services that underpin an efficient and informed property market.

A functioning property market underpins a successful and sustainable economy. The value of land in England and Wales is estimated at around £8 trillion – more than half the wealth of the nation. With over £260 billion worth of property transacted each year, the UK property market is one of the largest in the world.

For over 160 years HM Land Registry has served as the critical institution protecting the right to property and enabling the market to operate. By keeping the definitive and guaranteed record of property ownership in England and Wales, we allow property to be transacted securely and with confidence.

There are more than 26 million land and property titles, covering around 88% of the land area of England and Wales. Knowing who owns or occupies a piece of land or a building, what is there, and what can or cannot be done with it, informs important decisions every day.

Access to information about land enables individuals, businesses, and the Government to plan for a future that meets the challenges of today, such as climate change, housing need and a thriving economy.



# 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.



# HM Land Registry in numbers



**56.6m**  
Service requests  
(223,000 per working day)



**205,384**  
Daily searches for land and property data



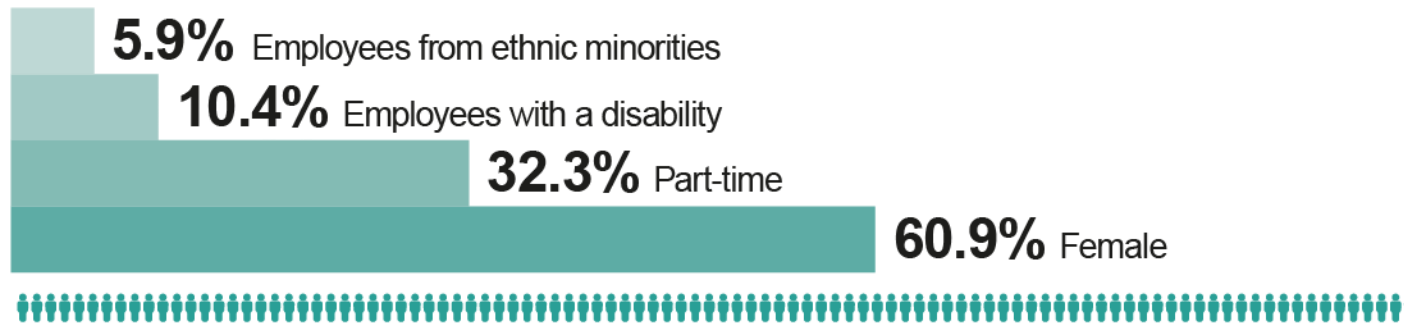
**62%**  
Engagement Index Score on the 2023 People Survey



More than **87%** Digital applications which is more than 3.7m applications



**6,993**  
Employees



# 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](#))
- Plymouth ([PL6 5WS](#))
- Swansea ([SA7 9FQ](#))
- Telford ([TF3 4LR](#))
- Weymouth ([DT4 9TT](#))
- Nottingham ([NG2 1AW](#)), or
- Peterborough ([PE1 1QF](#)).

## Travel Requirements

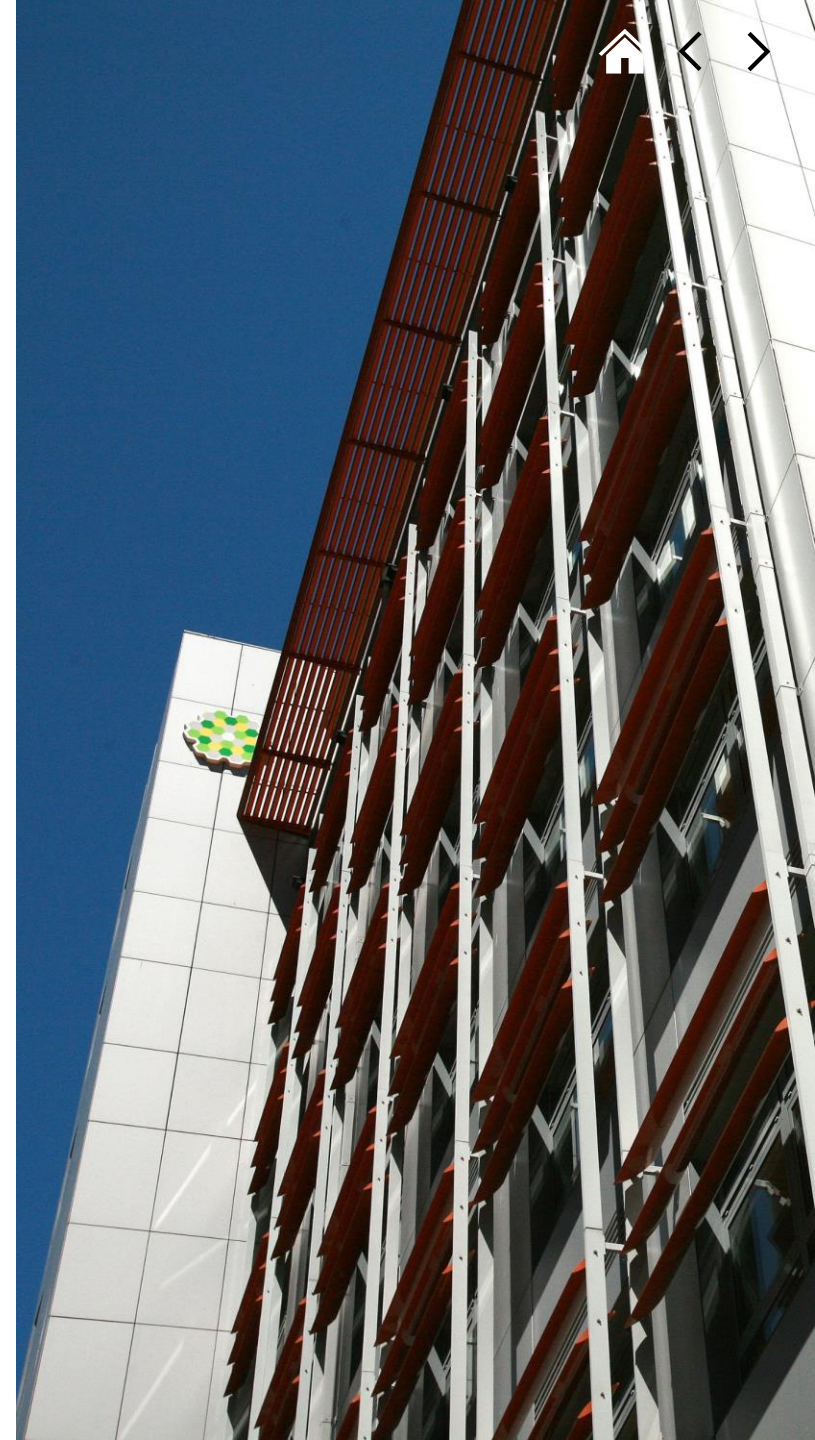
Due to the nature of the role regular travel to other HM Land Registry offices will be required, including some overnight stays.

## 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 for you at any point during the recruitment process.

DCS applicants who meet the minimum criteria in the job specification at the shortlisting stage are guaranteed an invitation to interview.

## 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".

## 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).



# Our Total Reward Package

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. Alongside your salary, HMLR contributes c.£26,073 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)
- Generous **annual leave** entitlements
- 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.
- **Discounts** at a wide range of high-street and online retailers.
- Up to three **paid volunteering days** a year.
- **Learning and development** opportunities.
- **Two-times** annual salary death in service benefit.



*“The tools I have to balance my work with my other responsibilities are a great benefit of working for HM Land Registry. I no longer feel like I have to choose, and I feel supported in making decisions that work for me personally and professionally.”*



# Further Information

## 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 His 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 us of any issues that may be perceived as a conflict of interest as soon as possible by emailing [Laura.Spurgin@veredus.co.uk](mailto:Laura.Spurgin@veredus.co.uk)

## Complaints

This competition is regulated by 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/>

