**SERVICES FOR INDEPENDENT LIVING (SIL)**

**JOB DESCRIPTION**

**Job Title:** Head of Human Resources

**Reports to:** Chief Executive

**Location:** SIL Head Office, Leominster

**Hours:** 30 hrs per week

**Salary:** £38,890.80 per annum

Services for Independent Living (SIL) is a charity set up 30 years ago with a mission to offer high quality care and support to older people and people with disabilities. We provide services that support people to lead an independent life within their own home and community. Our vision is to enable people affected by disabilities to exercise choice and control, to live independent lives, and to actively participate in society.

## Position in Organisation

The Head of HR is a member of the Senior Leadership Team and reports directly to the Chief Executive Officer. The post holder leads the people agenda across Services for Independent Living (SIL), providing both strategic and operational leadership to ensure the organisation attracts, develops and retains a skilled, engaged and values-driven workforce. Working closely with the CEO, Board and senior managers, the Head of HR plays a key role in supporting organisational growth, workforce sustainability and the delivery of SIL's strategic objectives.

The Head of HR is responsible for the development and delivery of the People Strategy and HR Operational Plan, ensuring effective workforce planning, organisational development, employee relations, wellbeing, equality, diversity and inclusion, and compliance with employment legislation and regulatory requirements. The role provides expert advice and guidance to managers and leaders on all people-related matters and drives continuous improvement in HR policies, processes and practices across the organisation.

Leading and developing the HR team, the Head of HR operates with a high degree of autonomy, professional judgement and discretion. The post holder works collaboratively with all departments, provides workforce insights and reports to the CEO, Board and People Committee, and contributes to organisational governance and business planning. The role also forms part of the Senior Management On-Call rota and supports organisational leadership and business continuity as required.

**Main Purpose:**

To provide a professional HR service to the organisation, identifying HR priorities and delivering a HR plan. Supporting the HR department and managers with all employee related matters, recruitment, selection and retention, and providing advice and guidance to ensure compliance with policies and legislation.

**Main responsibilities:**

a) Lead SIL's People Strategy, ensuring the attraction, retention and development of a skilled and engaged workforce.

b) Develop and deliver the annual HR Operational Plan in line with organisational objectives.

c) Lead the development and implementation of HR policies, procedures and initiatives, ensuring legal and regulatory compliance.

d) Provide expert HR and employment law advice to managers, maintaining up-to-date knowledge of legislation and best practice.

e) Act as a key member of the Senior Leadership Team, contributing to strategic planning, organisational development and culture.

f) Lead workforce planning, talent management and succession planning to support future service delivery and growth.

g) Oversee employee relations, wellbeing, engagement, equality, diversity and inclusion initiatives across the organisation.

h) Monitor people metrics and workforce trends, using data to inform decision-making and improve organisational performance.

i) Ensure effective HR governance, risk management and compliance with employment, safeguarding and data protection requirements.

j) Participate in the Senior Management On-Call rota, providing leadership support as required.

The Head of HR will appropriately delegate tasks but remains responsible for their satisfactory execution.

**<u>Planning</u>**

- Set and achieve objectives to deliver the HR Recruitment & Retention Strategy
- Review employee data to identify trends, issues and opportunities
- Proactively identify opportunities to enhance employee engagement, retention and productivity

- Ability to develop and implement HR strategies
- Feed into the organisation's business plan and strategic development

**Leadership & Management**

- Develop and maintain an excellent culture of support and employee engagement that supports SIL's aim to be the Employer Of Choice in its chosen areas.
- Manage, develop and monitor HR processes and support managers throughout the full employee lifecycle
- Advise and support managers with employment issues, including disciplinary and grievance procedures
- To be part of the Senior Management Team and take part in leadership and development of the wider organisation
- To provide advice and update the CEO in relation to people/HR related matters
- To lead and support in specific HR projects
- To Co Chair the People Committee and update the Board with People matters.
- Ensure the organisation complies with all HR policies and relevant employment legislation
- Advise on employment law changes and HR best practice on employment related policies, procedures, including updating of the Staff Handbook

**Learning & Development**

- Maintain CPD to keep up to date with changes to employment law, ACAS guidance and good practice
- Leading and supporting the HR team; mentoring and developing their skills, knowledge and expertise
- Support HR Officer and Managers to ensure staff have appropriate training and development to ensure compliance
- Ensure Managers have the appropriate skills and knowledge to guide their teams

**Managing budgets and resources**

- Work with the Head of Finance to set, and manage the HR, recruitment and training budget

**Communication**

- Represent the HR department at Board meetings
- Provide HR reporting for Board meetings and People Committees
- Ensure effective communication to all staff

**Working with others**

- Mentor and support the HR team
- Support the HR office with the co-ordination and delivery of relevant training for all staff, ensuring compliance
- To work closely with all departments, supporting managers to implement policies and procedures for all employee relations

- Support Managers with the recruitment process
- Build and maintain working relationships with external agencies as required

**Person Specification**

**Essential**

- Demonstratable knowledge of employment law
- Significant experience in a previous HR role (Level 5 CIPD minimum)
- Strong leadership qualities
- Ability to develop and implement HR strategies
- Strong communication skills
- Ability to form positive working relationships with staff at all levels
- Experience of leading a team
- Experience in implementing HR related policies

**Desirable**

- Experience of working in the 3rd/voluntary sector or social care
- Knowledge of healthcare and/or social care legislation and requirements

This post is conditional to an Enhanced and Barring Service (DBS) Check.

The job description above is an outline of the role and responsibilities. There may be times, due to the needs of the organisation, where we ask you to work flexibly and undertake other duties, consistent with your role and salary, including project work, internal job rotation and absence cover.

The post holder must show clear commitment to **SIL's guiding principles**:

- Partnership
- Respect
- Innovation
- Diversity
- Equality
- Strength-based