

JOB DESCRIPTION

DIRECTOR OF PEOPLE

Reports to	CEO
Responsible for	HR, Administration, Facilities, Marketing & Communication Departments
Hours	37.5 hours per week 8.30am - 5.00pm
Annual leave	25 days annual entitlement (FTE), plus bank holidays

Job overview

The Director of People provides practical and creative input to support the Trust's Directors and Senior Management teams in the development of new business initiatives and the design of current and future strategic and operational plans. The jobholder leads an integrated people service that delivers business goals through engaging people-focused policies and best in class practices and champions the people agenda across the organisation.

The Director of People is accountable for developing and implementing strategic plans across the HR, Administration, Marketing, Communications and Facilities Management portfolios.

Main duties and responsibilities

- Lead the development, implementation and evaluation of best in class people strategies that support the organisation in achieving its vision, mission and strategic goals.
- Directly, and through the HR Team, provide a framework, and support, for the Leadership Team in the development, achievement and evaluation of their people management strategies and objectives.
- Working with, and through, The Leadership Group, to lead the development of our culture across the organisation to enable us to achieve the aims of our Corporate Plan.
- Manage all aspects of the HR function within Jigsaw Trust, encompassing attraction, recruitment, induction, engagement; reward, retention, organisational, cultural and talent development, and align activity to achievement of strategic objectives.
- Retain overarching accountability for the administration and facilities management functions of the Trust, working with relevant managers to and co-ordinating processes and procedures to ensure organisational and operational effectiveness and efficiency and resilience.
- Retain overarching accountability for Trust-wide marketing and communications and working with the Marketing and Communications Manager, develop and implement a cohesive communication plan, which drives a common Trust-wide brand and culture supports delivery of the strategic objectives of all functions Trust-wide.
- Provide clear and inspirational leadership across all Trust functions, working with senior leadership to engage, motivate and to deliver optimal performance from staff across Trust.
- Ensure that the quality and standard of services provided is the highest possible within available resources and positively benchmarked against organisational targets and comparative organisations.
- Develop, monitor and regularly report on appropriate people measures across the Trust, which enable the leadership team to monitor the impact of our people strategies to inform strategic level decisions to best support delivery of our strategic objectives.
- Develop, monitor and regularly report on key people performance indicators, management processes and compliance frameworks within areas of responsibility and take appropriate action to achieve improved service delivery and business objectives whilst appropriately controlling and mitigating risk.

Main duties and responsibilities (cont)

- Ensure that any risks associated with the People function, for example with respect to current and future legislation, are communicated and managed appropriately and effectively.
- Take overarching responsibility for policies, processes and procedures in relation to the management of information within the People function; ensuring these are regularly reviewed, issues are identified and addressed and improvements made, to ensure robustness and statutory compliance.
- In conjunction with the Head of Finance, prepare, review and monitor financial budgets and authority levels and ensure that they are appropriately managed.

PERSON SPECIFICATION

Knowledge, skills and experience

- Substantial experience at senior level leading and inspiring a successful HR team in a people and service focused organisation
- Proven experience of developing and embedding people-focused strategies to deliver commercial and other business objectives
- Proven experience of leading organisations, senior managers and teams through organisational change driving a performance culture and developing high performing leaders, employees and teams
- High level of numerical, verbal and written skills in order to manage budgets, produce and present reports, policies, procedures etc. to the Board, staff and stakeholders
- Up-to-date knowledge of legislative frameworks, regulatory requirements and key issues relevant to the post
- Relevant People Management qualification e.g. CIPD qualified a significant advantage
- Experience in education or care sectors an advantage

Personal qualities

Achieving results

- Is sought out by others for advice and solutions on how to best interpret and use information
- Takes calculated risks in order to let the business develop positively
- Is intellectually agile in response to challenges of internal and external environments
- Delegates authority to match responsibility and holds staff accountable for agreed-upon commitments

Building relationships

- Knows when it is appropriate to push stakeholders to consider difficult issues and acts accordingly
- Determines strategic direction and long-term opportunities to best meet stakeholders' evolving needs
- Anticipates and builds on others' reactions to keep momentum and support for an approach
- Explores creative solutions with others to overcome antagonism and develop partnerships
- Takes ownership of compliance, ethical and other issues in order to protect the Organisation's reputation and respect its obligations

Planning for the future

- Promotes sharing of expertise and supports learning opportunities across the Organisation
- Ensures initiatives and priorities in one's area are integrated with one another and aligned with the strategic priorities of the broader Organisation
- Manages relationships among key outside organisations to create long-range opportunities

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.