



Head of HR

Job Description & Person Specification

BeyondAutism

January 2024

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

Our Head of HR is responsible for providing and developing the HR strategy in line with the organisational strategy.

As a member of the Senior Management Team (SMT) this role includes the delivery of a full range of HR interventions, managing the HR team, progressing the organisation, guidance and support for managers in the resolution of disputes and enhancing individual performance.

This role will also provide advice for the SMT on compliance, employment law and best practice.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Strategy

- To take a leading role within the SMT, developing and implementing the 5-year strategy.
- To be responsible for the design, delivery, monitoring, and review of the HR strategy.
- To support the organisation's growth plans, managing TUPE and transition plans.
- Support the development of broadening our delivery of Equality and Diversity initiatives including refreshing the Fast-Track program.
- To coordinate the monthly HR reporting to the SMT.

Performance management

- Work with the SMT to continue to develop performance management systems.
- Administrate the performance management processes, ensuring performance is assessed, rewards identified, and training and development needs are addressed in the organisational training plan.

Compensation and benefits

- Review and revise the pay and benefits strategy and implement agreed improvements.
- Manage the payroll process, ensuring accuracy and efficiency.

Policies and procedures

- Ensure workforce management compliance.
- Ensure up to date policies and procedures are accessible through the Employee Handbook.

Support and guidance to senior staff

Working with the HR Advisor:

- Provide expert support and advice to the SMT and managers on all aspects of HR policy and practice, including grievance and disciplinary procedures and personnel crisis management.
- Analyse, report on, and support managers in dealing with employee relations issues.
- Be a lead role in promoting the organisational culture, in line with the strategy, developing positive staff welfare and engagement.

Recruitment and selection

Working with the External Recruitment Team:

- Ensure that recruitment and selection procedures meet operational need, legislative and good practice requirements. (Specifically Safer Recruitment for the protection of children and adults at risk of harm).
- Ensure all procedures are effectively monitored and managed for equal opportunities.
- Manage the vetting of new staff in accordance with current legislation and DfE guidance.

Training and development

Working with the HR, Talent and Development Manager:

- Lead new staff inductions and continuously improve the induction programme.
- Ensure all levels of management have appropriate skills to meet the company needs.
- Develop and maintain, with SMT, succession and talent plans from internal talent to meet the needs.
- Identify and prioritise training and development and source training providers and solutions.

Administration

With the HR Administrator and Data Coordinator:

- Manage the administration of all personnel and other HR records, ensuring that records are complete, accurate and up-to-date.
- Manage compliance with the Data Protection Act and GDPR with respect to the storage of, access to and destruction of personal data.
- Manage and analyse all required HR reporting, flagging issues and trends in a timely and solution focused manner.

What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of the SMT you will be responsible for creating and executing the HR strategy and developing the organisation's HR function.

| Essential | Desirable |
|--|--|
| <ul style="list-style-type: none">• Minimum of 5 years' experience in HR (especially recruitment, policy development, employee relations and training and development).• Experience managing an HR team and evidenced ability to develop and nurture HR colleagues.• Confident briefer, comfortable providing advice and guidance to senior management.• Numerate with exceptional written and verbal communication skills.• Calm, with a level head under pressure. | <ul style="list-style-type: none">• CIPD qualification / postgraduate level qualification in HR or organisational psychology.• Practical experience of Safeguarding and Safer Recruitment and the HR implications of Keeping Children Safe in Education.• Commitment to undertake further training and professional development. |



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| SALARY SCALE: | £51,400 – £54,530 based on experience |
| HOURS: | 37.5 hours per week |
| REPORTS TO: | Chief Operating Officer |
| LOCATION(S): | Wandsworth / Barnes. Can be combined with remote working – minimum 2 days in Office. |
| PROBATIONARY PERIOD: | Six months |
| HOLIDAY: | 25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year. |
| HOW TO APPLY: | <p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none">• Why you are interested in applying for this role• How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p> |

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

