

## **JOB DESCRIPTION: Head of Human Resources**

<b>ROLE TITLE:</b>	Head of Human Resources
<b>SALARY:</b>	£45,700 – £55,550 dependent on previous experience.
<b>HOURS:</b>	Full time but flexible working will be considered
<b>LOCATION:</b>	Wandsworth/ Barnes and can be combined with remote working for part of the week.
<b>HOLIDAYS:</b>	25 days per annum plus public holidays.
<b>REPORTING TO:</b>	Chief Executive as a key member of the Senior Management Team

### **About BeyondAutism**

BeyondAutism is a charity dedicated to ensuring that children and young adults with autism access education that empowers a life full of opportunity, choice and independence.

BeyondAutism run two Independent Special Schools for children with autism aged 4-19, a Post-19 service, Outreach and Training and an Early Years' service. We are seeking a self-motivated and energetic Head of HR to work with the charity team and lead the HR function within the organisation. The ideal candidate will possess a wide range of generalist skills and be playing a key role within a small and committed team, supporting the staff and the organisation's strategy.

#### **General Functions**

The Head of HR is responsible for providing and developing HR strategy in line with the organisational strategy. As a member of the Senior Management Team (SMT) this role includes 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.

Professional duties include;

### Strategy

- To take a leading role within the SMT creating the 5-year strategy.
- To be responsible for the design, delivery, monitoring and review of the HR strategy that is aligned with the organisational 5-year strategy.
- To ensure that all key stakeholders are aware of the HR strategy, progress with implementation and their contribution towards its achievement.
- To ensure, working with the CEO, Trustees and SMT, that the organisation's design is aligned with the strategy and vision.
- To support the organisation's growth plans. Managing TUPE and transition plans.
- Support the development of plans to broaden our delivery on Equality and Diversity initiatives including refreshing the Fast-Track programme.
- To coordinate the monthly HR reporting to the SMT.

### Support and guidance to senior staff

Working with the HR Advisor:

- To 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
- To develop leadership behaviours throughout the organisation
- Take a lead role in helping share the organisational culture, in line with the CEO and BeyondAutism's strategy, developing positive staff welfare and engagement across the organisation.

### Recruitment and selection

Working with the Recruitment Advisor:

- Ensure that recruitment and selection procedures and practice of the company meet operational needs, legislative and good practice requirements. (Specifically Safer Recruitment for the protection of children and adults at risk of harm).
- Support managers in the interpretation and implementation of recruitment and selection procedures
- Ensure staff involved in recruitment and selection procedures are properly trained;
- 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

- Support managers with the induction of new staff including the design and delivery of induction programmes.
- Ensure that all levels of management have appropriate skills to meet the strategic and operational needs of the company.

- Develop and maintain with SMT succession and talent plans to grow internal talent to meet the organisations resourcing and growth needs
- Lead the identification and prioritisation of training and development requirements and the sourcing of training providers and solutions.

### **Performance management**

- To work with and be part of the Senior Management Team to develop the performance management systems within the organisation
- To co-ordinate the administration of the performance management processes, ensuring the performance is assessed and rewards and training and development needs are identified and addressed in the organisation wide training plan.

### **Compensation and benefits**

- To review the current pay and benefits strategy and prepare, implementing agreed improvements.
- Manage the payroll process, ensuring accuracy and efficiency

### **Policies and procedures**

- Ensure that the organisation has relevant and legally compliant policies to manage its workforce
- Ensure that the HR team maintain up to date policies and procedures and that staff can access the Employee Handbook to answer any queries they may have.

### **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.

### **General**

- Promote the company as an equal opportunities employer, seeking out best practice and benchmarking us against appropriate national standards.
- Keep abreast of new HR legislation, guidance, best practice and trends in the employment market, advising on developments and opportunities.
- Management of the HR team including HR & Talent and Development Manager the Recruitment Advisor, HR Advisor and HR Data and Systems Officer.
- Undertake any other task commensurate with the role of HR Manager.
- Liaise with external legal and HR advice partners as appropriate

June 2022