Autism Together
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# JOB DESCRIPTION

## Head of People Services

**Responsible & Accountable to:** Director of People

**Relationships:** To establish and maintain good working relationships with all Managers and Staff Throughout Autism Together.

**Main purpose of the role:**

To manage the day-to-day activities of an effective People Services function that supports employees to deliver Autism Togethers strategic aims and objectives including the provision of expert HR advice. The postholder will be instrumental in embedding the strategic People plan alongside the Director of People.

**Main Duties**

**Employee Relations**

- To lead the People Services Team to deliver a comprehensive service to key stakeholders and the people of our workforce to achieve Autism Together's strategic aims and objectives.
- To oversee the People Services Team ensuring key people services are delivered.
- To support the professional development of the People Services Team members.
- Embed and contribute to the wider People Services agenda related to Autism Together and constructively challenge the status quo.
- Work in collaboration with all Heads of Service to ensure key business milestones are met.
- Alongside the Director of People, ensure that the continuous improvement of systems, policies and best practice is in accordance with legislative requirements.
- Review and assess management information of KPI performance across the service and corporate directorate functions.
- Oversee and manage employee relations casework, coaching managers of best practice and the management of risk up to and inclusive of dismissal.
- Supporting the People Services Team with the management of day-to-day casework.
- Support the Director of People to implement and / or update of HR policies, procedures and processes.
- Oversee all family friendly polices and procedures including flexible working, maternity, paternity, shared parental and neonatal leave.
- Support the Director of People to deploy health and well-being initiatives for the workforce to improve resilience.

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- Work with external providers such as legal, occupational health and the commissioned Employee Assistance programme to ensure return on investment and that staff are supported through external services.
- Ensure safeguarding principles are enshrined within people management practices to ensure risk is managed effectively for the people we support (PWS).
- Develop and deliver people related training to managers as and when required.

**Recruitment and Selection**

- To oversee the organisations recruitment processes supporting the People Services Team to recruit future talent, ensuring that safe employment practices are adopted and provides a swift recruitment pipeline through all available recruitment channels.
- Ensures that all recruitment is in accordance with statutory frameworks, within budgetary provision to ensure the right skills, experiences and attitudes are recruited.
- To ensure that applications are promptly and fairly processed having regard to Autism Together's Recruitment and Equal Opportunities Policy.
- To ensure that all interviews are arranged in a person centred, timely and effective manner.
- To ensure that prospective employees complete all pre-employment checks relevant to role and ensure records are maintained compliant with GDPR legislation. Carry out random audit checks in collaboration with a nominated Registered Manager to spot check compliance.
- Oversee all recruitment campaigns and work in collaboration with the Director of People to determine budget allocation.
- Work with the communications team to review content of adverts are kept current and review effectiveness of different recruitment channels and methodologies.
- Organise recruitment fairs and similar events
- To ensure that new staff have individual records (files) initiated and that they are maintained in an up-to-date and tidy manner and are compliant with data protection legislation.
- Liaise directly with the finance / payroll section on any payment issues, oversee that any routine information is accurately passed by the HR team and in a timely manner.
- Keep all staff, and especially managers, up to date with any HR developments as appropriate.

**Retention**

- Promote an organisational culture of teamwork, service, high quality, transparency to embed strategies that strengthen the employer and employee relationship ensuring that the workforce feel valued and recognised for their contribution.
- Embed strategies along with the Communications Team to provide opportunities for staff to provide constructive feedback regarding Autism Together and the services it provides.
- Support the Director of People to embed employee recognition programmes aimed towards demonstrating the value and commitment to staff.
- Implement changes to pay and reward packages to ensure attraction and retention whilst ensuring that these are commercially viable.

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**Leadership**

- Support a team of direct reports to deliver their full potential through coaching, sharing of expertise, upskilling and performance management.
- Ensure the team have clearly defined and measurable objectives that are commensurate with role, which are achievable.
- Ensure the effective and timely implementation of supervision and appraisal process, which are aligned to the People strategy.
- Model positive management behaviour and encourage an organisational learning approach.
- Establish and maintain positive relationships across Autism Together to provide an effective and efficient People Service.
- Work in collaboration with other departments within the People Directorate and the wider service and corporate teams.

**Employee Records / Systems**

- Oversee that all staff records are maintained for all current employees and leavers to ensure records are up to date and compliant with GDPR provisions.
- To ensure that systems are maintained and power-BI reporting is effective and provides indicators of performance improvements to the People Service.

All staff are required to always represent Autism Together in a professional and responsible manner.

Staff are required to undertake, in exceptional circumstances, and following prior consultation, other duties which may, from time to time be specified by senior management.

As with all post in the organisation, a high degree of confidentiality is always expected. At no time will the post holder discuss the individual people we support, their families or other confidential matters connected with Autism Together and its staff, outside of the organisation. Notwithstanding, under our confidential reporting policy you will be required to raise any concerns, particularly those concerns which may be deemed a matter of safeguarding the people we support.

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**This is intended as a guide to the main responsibilities of the post and is not an exhaustive list of duties. This Job Description is subject to amendment, following consultation with the post holder.**

**Please note** that this position will be subject to an enhanced DBS check.

**Information Assets and Cybersecurity**

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As part of your role you will be responsible as an Information Asset Owner in supporting the organisation with cyber security and in its protection of its information assets.

**Data Protection Act / GDPR**
We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information

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# Person Specification

## Qualifications

| Essential | Desirable | How this can be demonstrated |
|---|---|---|
| Level 5 in Human Resources or equivalent experience and committed to working towards a professional qualification | MCIPD | Application / certificates |
| Demonstrable professional development | Leadership & Development qualification | Application /interview |

## Experience / Knowledge

| Essential | Desirable | How this can be demonstrated |
|---|---|---|
| Demonstrable experience in a generalist HR setting managing a HR service. | Experience gained in a Health & Social Care setting | Application / certificates/ Interview |
| Experience making decisions that involve difficult decisions and employment risk | Knowledge of charity settings | Application/interview |
| Significant proven knowledge of employment law and its application | Experience of working with Unions | Application/Interview |
| Experience of providing professional advice supporting Senior/Managers | Experience of transformational change projects | Interview |

## Skills / Abilities

| Essential | Desirable | How this can be demonstrated |
|---|---|---|
| Ability to write and prepare comprehensive reports | | Application/Interview |
| Ability to lead, manage and oversee a team | Skills in leadership and management and the ability to inspire a team | Application/Interview |

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|---|---|---|
| IT/ computer Skills | ECDL (European Computer Driving Licence) | Application/interview |
| Up to date knowledge of UK employment law | | Application/interview |
| Strong Leadership with a focus on timely delivery of outcomes | | Interview |

**Values & Behaviours**

| Essential | Desirable | How this can be demonstrated |
|---|---|---|
| Able to deliver in a fast-paced environment with regular changing needs | | Application/Interview |
| Able to multi task under pressure and demands of deadlines whilst maintaining a positive approach to work. | | Application/interview |
| Able to work on a range of tasks with minimal supervision. | | Application/interview |
| Ability to manage conflict and influencing key stakeholders | | Application/interview |
| Strong communicator to all levels of the organisation | | Application/interview |
| Ability to proactively find solutions to problems | | Application/Interview |
| Demonstrates integrity and upholds the integrity of Autism Together's values | | Application/Interview |