

### **Job Description**

**Job Title:** HR Director

**Reports to:** Partnership Executive Officer

**Direct Reports:** HR Manager

### **Job Purpose**

Manage the HR department and its functions on a strategic basis and provide board level policy advice on HR generally and specifically on recruitment, reward and talent management, both directly and through the PEO. Serve as a member of the Managers Action Group to contribute to the wider internal management of BWB.

### **The Role**

#### **Key Responsibilities and Duties include:**

##### **Management Responsibilities:**

- To provide strategic leadership for the HR function at BWB.
- To attend the Management Board on a monthly basis to provide HR advice on a strategic, policy & practical basis.
- To manage the HR Manager and through that post other HR staff and the night/float /remote supervisor.
- Member of the Management Action Group (MAG) who report to the PEO and Management Board on various topics/projects
- Meet with the Designated HR Partner and the HR Manager formally on a monthly basis to discuss HR initiatives, issues and areas for development
- Ensure that the HR service maintains and meets the policies, practices and procedures required to achieve and maintain externally accredited quality standards such as ISO9001, Lexcel and others, particularly in the areas of equality and diversity.
- Hold quarterly 1-1 meetings with the HR Manager regarding their development, progress and objectives and undertake their annual appraisal.

##### **Reward Strategies:**

- To advise the PEO and the Board on reward strategies for all staff covering salaries, bonus and other benefits.
- As a matter of priority to advise on improvements or alternatives to the current profit related bonus scheme.
- Be the lead advisor to the Management Board on the annual salary review
- Advise on the reward package to be offered for new senior staff and partners including lateral partner hires.
- To lead on creating the annual salary budget so that it can deliver the reward strategies agreed by the Management Board
- To work with the HR manager on the inclusion of wider benefits and wellbeing strategies to help deliver a wider BWB reward strategy.

**Employee Relations:**

All members of the HR department will take responsibility for handling employee relations issues at the level appropriate to their experience. The HR Director will provide advice and support in handling these issues but will take personal charge of the most sensitive or large scale issues. Employee relations responsibilities will cover any of the following:

- Manage a whole range of employee relation issues as and when they arise
- Manage all sensitive employee relation issues as required and liaise with the Designated HR Partner regarding these helping to conduct investigations as necessary
- Have a thorough understanding of HR law in particular relating to contracts, terms and conditions, discrimination, fair dismissal, grievances etc.

**Equality and diversity:**

To be the lead advisor on equality and diversity issues, advising the Management Board, the PEO and the Managers Action Group on policies in support of BWB's commitment to these principles.

- To be responsible for monitoring the effectiveness of the current policy, reporting annually to the Management board on both compliance and further steps to support and develop the policy.
- To monitor and manage BWB's commitments to equality and diversity as expressed in our commitment to the law Society's equality and diversity code, the SRA code of practice which has equality and diversity as a primary level requirement. To specifically manage such commitments within externally accredited quality standards, particularly Lexcell.
- To oversee the annual diversity questionnaire and its publication on the BWB website and to assist with the interpretation of the results of that diversity questionnaire in relation to the Management board and future recruitment policy.
- To review the results of the equality analysis in relation to trainee and graduate recruitment and to report on that to the PEO and Management Board as required.
- To ensure that appropriate training is in place to fulfil BWB's equality and diversity commitment to include all of those who are involved in recruitment, management and supervision as well as staff generally.

**Appraisals:**

- To work with the HR Manager to ensure that the appraisal process is aligned with the strategic needs and policies of BWB.
- To ensure that the appraisal process is completed across all departments and work with the HR Manager to review and report to the Management Board on issues, lessons and changes arising from each annual round of appraisals.
- To ensure that all agreed action from appraisals which are within the remit of HR are completed in a timely way, particularly learning and development objectives.
- To participate in appraisals for such senior staff and partners as required by the Management Board, to ensure BWB policies are followed.
- To advise on proposals for promotions arising from the appraisal process to ensure that they meet the criteria within BWB's recruitment policy.

**Recruitment:**

- To take responsibility for maintaining and developing the current BWB staffing plan to 2015 and reviewing that and recommending changes, including figures for future years, to the annual partner strategic awayday.

- To ensure that all recruitment is in accordance with that plan and agreed policies and budgets and particularly in line with the current BWB priorities and management Board thinking. This particularly relates to recruitment which has cross department/cross sector implications.
- To ensure that the recruitment process is conducted in a professional and efficient way such that the very best candidates are appointed and inducted to become successful and profitable BWB employee/partner. That process should be minimising the current substantial cost of disruption in lost billing when recruitment gaps occur between resignation and re-appointment.
- To maintain a strategic relationship with senior recruiters to ensure they are fully aware of BWB and potential recruitment needs and so refer appropriate candidates to BWB.
- To lead for HR on lateral partner recruitment negotiations – including being part of the interviewing/briefing process and contract negotiations where appropriate.

### **Learning and Development:**

- To develop and enhance strategies and policies to maximise the skill set of every BWB Partner and employee so that they can deliver the objectives of their post in the most effective way for the benefit of BWB and our clients.
- To develop and enhance strategies and policies to ensure that every BWB Partner and employee is developed to their maximum potential during their career with BWB so that they can make the best possible contribution to BWB services to clients and BWB profitability.
- To plan and develop the suite of training and development programmes which are appropriate for each type and level of employee and Partner for inclusion within relevant appraisals process. To take particular responsibility for the development needs of those approaching partnership and equity partnership.
- To review the internal and external training and development resources available and offered to partners and staff to ensure that they are of the highest standard and meet the specific needs of the learning and development plans of all BWB partners and staff.
- Specifically to review each year and improve the learning and development offering being included within appraisal forms, the quality of the resources to deliver that offering and to review the agreed learning and development plans arising from the appraisal to understand the developing needs of the departments and sectors as reflected in those agreed learning and development plans.
- To oversee and authorise invoices for external training agreed by heads of Department and to determine the most effective way of managing and delivering that demand. To assist departments manage and prioritise their devolved training budgets.
- To be one of BWB's representatives on the Inn Training Group and attend those meetings on a quarterly basis.

### **Policies and Procedures:**

- Knowledge and understanding of all the firm's policies contained within the OPM and their practical application in order to provide advice and support to staff and line management
- Overseeing the updating and review of HR policies as and when appropriate in line with legislative changes
- Oversee the Management of the HR Chapter of the OPM, the HR policies, appendices and forms

### **Person Specification – experience and attributes required:**

- An appropriate HR related qualification i.e. Masters in Personnel and Development, CIPD (fully qualified)
- Experience preferably in a legal or professional services environment
- Awareness of latest developments within employment legislation
- Evidence of interest in, and commitment to, the success of the firm
- Understanding of and commitment to BWB's values and ethos which can be seen at [www.bwbllp.com](http://www.bwbllp.com)

- Excellent communication both written and verbal
- Confident individual with a proactive attitude
- Exceptional interpersonal skills, demonstrating professionalism in all dealings
- A self starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty
- Ability to manage assigned tasks in an assertive, efficient and timely manner
- Proven ability to deal with confidential matters and with discretion
- Must be able to multi-task and keep calm under pressure
- Good team player
- A good working knowledge of Microsoft Excel and Word and HR database skills
- Excellent attention to detail
- Proven ability to provide a customer focused service
- Excellent, proven organisational skills
- The flexibility to work outside normal office hours as may be required from time-to-time
- Preferred working days Tuesday/Wednesday/Thursday