

## JOB DESCRIPTION

**Job Title:** Group HR Director

**Job Holder:**

**Date:**

### Overview of role

- Formulate the HR strategy for the Society and its subsidiaries
- Formulate for approval by the CEO and the nominations committee, the pay and reward strategy and policy for the organisation
- Lead in the identification, development and promotion of a culture that enables the delivery of the organisations' vision, business goals and values
- Translate corporate business goals into prioritising HR requirements, producing and delivering an HR strategy that takes into account the needs of all areas of business
- Develop, implement and invest in a focussed strategy for organisational development, management development and professional training
- Ensure appropriate strategies are in place to drive an embed organisational change initiatives, including staff engagement and support activities
- Ensure the Organisational Values are implemented and embedded.

### Where does role fit in organisation?

Reports to the Chief Executive Officer of Benenden Healthcare Society.

### Boundaries of role

Provide strategic direction and leadership to both the Society and its subsidiaries HR functions. Support the operational and strategic delivery of the organisational vision as a key member of the Group Executive board.

The post will be based in York but will require some travel to Kent and the Benenden hospital trust.

Under the direction of the Chief Executive, recognise and value the important leading contribution made by the membership structure and its Branch network through the Society's Secretary and governing body, the Committee of Management (CoM).

The Society includes the Benenden Healthcare Society Limited and its Controlled Bodies and Subsidiaries.

## SPECIFIC ROLE REQUIREMENTS

### Qualifications

- Senior HR generalist, qualified to degree level or equivalent
- Post-graduate qualification is desirable
- Fellow or Member of the Chartered Institute of Personnel and Development
- Evidence of continued personal and professional development

**Proven Ability**

- Proven track record of achievement in leading an HR function or team which forms a pro-active and critical role in the business
- Experience of designing and implementing structured management development and training schemes
- Evidence of developing and implementing highly effective people and organisational development strategies in a changing environment

**Skills & Competencies**

- Strong analytical skills combined with an ability to understand business requirements and commercial strategy and how this relates to HR planning.
- Strong generalist skill-set including employee relations, performance and reward, resourcing and change management
- Track record of successful people and project management
- Strategic understanding of organisation design and building capability
- Practical experience of providing advice on employment matters and legislation
- Effective leadership and management skills

**Personal Attributes**

- Strong leadership with excellent communication skills
- Commitment to continuous development of people management policies
- Pragmatic, can-do approach with evidence of achieving results
- Skills to negotiate and influence at senior level
- Ability to engage others
- Self-motivated, self-disciplined and resilient

**Measuring Performance**

Performance will be measured against the specific objectives and targets and “Values-led” behaviours as identified and agreed within the Performance & Development Review (PDR) process.

## **TECHNICAL SKILLS (Tasks & Responsibilities)**

Ensure an effective process is in place to manage staff performance and support delivery of the organisation's objectives

Contribute to the Society and its subsidiaries business planning process and produce and monitor the achievement of a rolling 3-year HR Strategy

Provide, vision, leadership and direction to the HR teams on all sites  
Implement strategies to ensure the organisation's values are embedded and enacted throughout the organisation

Advise the senior management teams regarding organisational structure/change to ensure that the correct people are in place to support the business strategy and its operational needs

Support workforce flexibility policy and initiatives to assist engagement and retention

Lead on the development and delivery of employee reward, recognition and benefits

Ensure strategies and policies are in place to manage employee relations

Ensure appropriate terms and conditions of employment are in place to suit the needs of each organisation

Ensure the organisation meets its legal requirements regarding employment issues

Ensure the on-going achievement of Investors in People standards and other relevant audit and quality initiatives

Ensure the provision of an effective recruitment process throughout the organisation and manage the selection process for all senior appointments

In partnership with the senior management team, build and justify an appropriate HR budget, monitor and control the expenditure and provide accurate reporting of spend

Work as an internal consultant to individuals and management teams to support them in leading, managing and coping with change across the organisation.

Maintain an up to date knowledge of HR best practice through liaison with external networks and professional organisations, and with other HR professionals

Oversee the maintenance of the organisation's HR information system to ensure accurate and appropriate data and reports are produced

## **FURTHER ROLE REQUIREMENTS**

### **Health & Safety**

The post-holder will be required to observe Society guidelines and policies made under the Health & Safety at Work Act. He/she will take due care and will report any accidents or untoward occurrences and co-operate with The Society in relation to Health & Safety issues.

### **Confidentiality**

The postholder will be exposed to sensitive information, e.g. personnel, medical, membership or financial records and must at all times ensure the confidentiality of this information, whether concerning members of The Society, staff or Society business. Any breach of confidentiality is considered a dismissible offence.

### **Legislation**

Act, Friendly Societies' Act, Equal Opportunities etc. The post-holder will be required to observe current legislation including for example Data Protection Act, Human Rights

### **Fraud**

The Society requires honesty and integrity from staff and Officers. The Society's Fraud Policy is stated in Section 20 of the Standing Financial Instructions. This Policy clearly states the Society's position regarding fraud, theft and corruption. Furthermore the Society's Whistleblowing Policy sets out guidance regarding the reporting of suspected malpractice.

### **Business Risk Awareness**

The post-holder will be required to identify and assess risks to the achievement of individual, departmental and organisational business objectives. He/she will report, control and monitor these risks at a level appropriate to the role.

## **Acceptance**

I hereby understand, acknowledge and accept the content of this job description I also understand that this document forms part of the terms and conditions of my employment with the Society.

**Job Holder:**

**Date:**

**Manager:**

**Date:**