

## **Vacancy: Head of People and Culture**

**Reporting into - Chief People Officer**

**Salary - £72,500-£78,500**

**Interview Dates - TBC**

### **Overview**

The Head of People & Culture leads the Foundation's People Team and is part of the directorate Leadership Team. Working with the Chief People Officer, the role provides strategic leadership to their team in embedding a business partnering approach and working across the employee lifecycle with the aim of maximising employee engagement through proactive and expert management of employee relations supported by effective and proportionate people processes. The role is responsible for leading the People Team to drive people management initiatives; support the Foundation's Strategy and deliver a strategic plan to achieve this; and, promote the Foundation's values, shaping a positive culture.

### **About us**

At Guy's & St Thomas' Foundation, our mission is clear - to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [working with us](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

# Job description

The opportunity	
<b>Job title:</b>	Head of People and Culture
<b>Salary:</b>	£72,500 - £78,500
<b>Contract type:</b>	Permanent
<b>Closing date:</b>	20 <sup>th</sup> May 2024
<b>Interview dates:</b>	TBC
<b>Reporting to:</b>	Chief People Officer
<b>The team:</b>	People and Culture
<b>Key responsibilities:</b>	<p><b>Key responsibilities:</b></p> <p><b>Embedding Business Partnering</b></p> <ul style="list-style-type: none"><li>• Oversee and coach the People Team (and to personally deliver where required) on an effective business partnering approach, including:</li><li>• Developing a thorough understanding of the Foundation and relevant business areas and their strategic plans.</li><li>• Building effective relationships with leadership teams of designated business areas to provide insights into people management strategies.</li><li>• Developing plans and implement tailored people management interventions to support business areas to achieve their strategic aims.</li><li>• Working with business leads to identify skills and capabilities needed currently and in the future and proactively working with the Talent Management Hub to ensure that talent is acquired, developed and managed so that emerging and planned people and business needs are responded to.</li><li>• Using data and other metrics to identify trends and monitor progress.</li><li>• Ensure that the People Team proactively work with their business areas to manage staff and implement early and effective interventions to prevent employee relations issues escalating unnecessarily.</li></ul> <p><b>People Operations</b></p> <ul style="list-style-type: none"><li>• Work across the employee lifecycle to develop a best-in-class employee experience.</li><li>• Ensure that all relevant aspects of the employment relationship are informed by policies and processes which are fit for purpose, comply with legislation, reflect best practice and support the Foundation's strategy and culture development.</li><li>• Contribute to the Charity's strategic approach to DEI (working with the DEI Lead) and work to actively embed practices which promote diversity, equity</li></ul>

and inclusion across the Charity's approach to people and HR processes.

- Ensure that pay and reward processes and effectively designed and managed to provide value for money, attract the right candidates and is motivational for employees. Ensure this is reviewed with external and internal benchmarking on a regular basis.
- Ensure that the Foundation's pension scheme is managed effectively, including administering regular reviews.
- Lead on the ongoing measurement of employee engagement through in-depth and pulse employee opinion surveys and action planning activities; ensuring that plans are implemented and progress monitored.

**Advice and Support**

- Advise the Leadership Team on HR policy and other HR matters.
- Coach the People Team to and personally case manage complex employee relations cases, including tribunals - liaising with line managers, the Chief People Officer, and relevant legal advisors to make sure that the Charity's reputation and interests are protected at all times.
- Act as a point of contact for employees to discuss confidential matters or grievances.

**Systems and processes**

- Oversee the People Team to ensure that the capability of all People technology solutions is maximised, including the use of automation and that all new systems are effectively implemented and maintained
- Ensure that all administrative processes are designed to be robust and accurate with the aim of supporting management processes; providing a positive employee experience; and, for the production of management information.
- Ensure that effective systems, checks and balances are in place for the accurate and timely processing of payroll and pensions each month.
- Ensure the collation of good quality data across all activities and develop metrics and evaluation processes to measure effectiveness.
- Draft ad hoc and routine reports in relation to the People & Culture strategy.
- Responsible for the development and delivery of the People Team management information and corresponding dashboards.

# Person Specification

What we're looking for	
<b>Skills and experience:</b>	<b>Skills, abilities, and attributes:</b> <ul style="list-style-type: none"><li>• Excellent interpersonal skills and effective communication skills (including presentation skills).</li><li>• Ability to influence stakeholders at all levels.</li><li>• Ability to use own initiative and good at problem solving.</li><li>• Good personal/time management skills to manage own workload.</li><li>• Excellent organisational skills, ability to prioritise and work under pressure.</li><li>• Sound report writing and data analysis skills.</li><li>• Creative problem solving skills.</li><li>• Personal resilience to work challenges.</li></ul>
<b>Knowledge and qualifications:</b>	<b>Knowledge, experience, and qualifications:</b> <ul style="list-style-type: none"><li>• CIPD qualified or other relevant qualifications / experience.</li><li>• Experience of line managing or staff supervision.</li><li>• A proven track record of working in a People Team as a Business Partner, Manager or at an equivalent level.</li><li>• Sound knowledge of employment law, best practice in employment and managing complex employee relations.</li><li>• Track-record of designing and implementing People strategies and plans</li><li>• Experience of implementing and developing technological solutions and designing effective processes supporting these.</li><li>• Experience of procuring services or solutions and effective management of suppliers</li></ul>

## How to apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact [jobs@gsttcharity.org.uk](mailto:jobs@gsttcharity.org.uk)