



BROMLEY Y HUMAN RESOURCES LEAD JOB DESCRIPTION

Job Title: **Human Resources Lead**

Section: **Strategy & Development**

Responsible to: **CEO**

Location: **Bromley Y building and remote (hybrid)**

Hours of Work: **Full-Time (37.5 hours a week)**

Grade: **6+**

1. ROLE FOCUS:

To work closely and collaboratively with the Board of Trustees, CEO, Senior Leadership Group and Practice Leads to provide a professional and responsive HR service which meets the organisations strategic priorities. To provide an efficient HR service giving effective day to day HR support, advice and guidance across the organisation as a whole.

The successful post holder will have in depth knowledge of all aspects of HR including employment law, recruitment and selection, employee relations, benchmarking and pay/grading structures, learning & development, change management, communication and engagement and be able to add value in other key areas such as employee wellbeing, diversity and inclusion to ensure employees have a sense of belonging.

2. MAIN DUTIES AND RESPONSIBILITIES

- Proactively develop strong working relationships with key internal/external stakeholders, including the Senior Leadership Group to promote good employee relations and build the credibility of the HR function, acting as the most senior level of HR support in the business and be a trusted expert on all HR matters
- To work strategically in line with the strategic objectives identified in the organisation business plan
- Support with the writing/completion of the Service Iteration Plan, Business Continuity Plan, Quarterly reports and external reports
- Directing change management and organisational development
- To build an HR infrastructure ensuring day to day HR transactional processes are streamlined and delivered in accordance with best practice
- Implementation and continuous improvement of HR processes
- Provide specialist Employee Relations advice, delivering pragmatic outcomes successfully
- Provide a customer-focused people service, which supports all aspects of the employee experience, including recruitment and selection, onboarding, communication, engagement, learning and development, retention, and offboarding
- To develop and review HR policies and procedures to ensure they are compliant with current employment legislation
- To write and deliver HR learning and development (internal) courses to support continued professional development and ensure managers are well equipped to carry out their line management responsibilities
- Lead on project management of people related projects
- Execute a plan for diversity, equality, and inclusion that aligns with organisation values and business strategy

- Lead and attend meetings as business needs dictate
- Regularly coach, mentor and support senior colleagues to identify individual strengths and development needs, develop and maintain effective relationships and encourage retention
- Oversee the organisation's performance management review process and evaluations
- Responsible for creating and implementing employee benefits programmes
- Work with Accounts to ensure payroll each month is completed accurately
- To provide HR metrics/reports and identify people trends to make evidence-based decisions
- To develop employee engagement strategies, such as an employee recognition scheme, and other initiatives to build on developing an organisation where it is a great place to work, to develop a rewarding career

3. MANAGEMENT RESPONSIBILITIES

- To report to the CEO and Board of Trustees on service activity
- To manage the budget for the HR team and report to the CEO
- To line manage, coach and develop the HR Coordinator supporting them with their continued professional development
- To proactively develop the HR aspect of the service
- To discharge **Bromley Y** duty of care to our people in line with the policies and procedures
- To collaboratively work with management to ensure that all staff in the service comply with all organisational policies and procedures and the employee codes of conduct
- Carry out a yearly organisation training analysis further to the completion of the annual PDR process
- To support the organisation in ensuring staff work in accordance with the **Bromley Y**'s objectives, values and policies/procedures
- Lead and promote the work of **Bromley Y** and encourage positive understanding, awareness and attitudes
- To provide support, coaching and guidance to others with the aim of improving HR skills, and knowledge
- To lead and participate in team and service meetings as required.
- Escalate where necessary to the CEO with regards to any team and individual performance, conduct and welfare concerns

4. EDUCATION AND TRAINING

- Maintain up to date knowledge in relation to employment law and best practice
- Attend training courses appropriate to the HR Lead role
- To ensure knowledge and skills are continuously developed and maintained at a high level of competence
- To identify learning and development needs through the performance development plan
- To deliver HR courses/workshops and obtain feedback evaluation to support continued improvement

5. RESEARCH AND DEVELOPMENT

- To contributing to identifying service needs and gaps across the organisation

6. GENERAL

- Effective communicator and able to build strong relationships and influence at all levels
- Keep accurate and appropriate records, providing information for monitoring and evaluation as required
- Participate in, and actively contribute to training and team meetings as required
- Work in accordance with the service's objectives and values
- Comply with all organisational policies and procedures, and in particular to ensure safe, fair and responsible working practices
- Undertake duties to ensure the health and safety of post-holder, colleagues, service users, volunteers and visitors
- Work flexibly, being prepared to perform other duties commensurate with the role
- Promote the work of **Bromley Y** people and encourage positive understanding, awareness and attitudes towards emotional wellbeing and mental health
- Work at all times to promote equality, diversity and inclusion in the workplace
- Work alongside and ensure active service user participation in all aspects of work, including monitoring of activities

JOB SPECIFICATION

	DETAILS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	CIPD qualified (professional HR qualification) and registered with CIPD – level 5 minimum	X	
	DBS check	X	
EXPERIENCE	Strong and varied HR experience	X	
	Excellent people management skills	X	
	Proven experience of leading and developing a HR team within a dynamic and commercial environment	X	
	Experience in generalist HR matters i.e. management practices, drafting policies and guidance and providing advice in these areas	X	
	Experience of developing and deploying HR/business change initiatives across a diverse group of employees	X	
	Good understanding of employment law and proven experience of applying legislation to a variety of HR situations	X	
	Ability to professionally and efficiently run disciplinary, grievance, absence and performance management processes	X	
KNOWLEDGE SKILLS AND COMPETENCIES	Ability to work independently	X	
	Excellent planning and organisational skills and able to multi task balancing a range of priorities and work to tight deadlines.	X	
	Experience of writing and delivering HR learning and development courses.	X	
	Excellent verbal and written communication skills with the ability to communicate at all levels within the organisation.	X	
	Solution focussed	X	
	Experience of analysing data to produce reports	X	

	Professional, positive with a can-do attitude	X	
	Working knowledge of Health, Social Services, Education and the Voluntary Sector		X
	Broad range of HR knowledge and best practice and up to date.	X	
	Accuracy and attention to detail	X	
	Ability to monitor, analyse and interpret HR MI, and maintain up to date HR records.	X	
	Understanding of IT cloud-based systems such as SharePoint.	X	
	Experience using HR systems to manage employee data and support day-to-day HR processes.		X
VALUES We Care We Listen We Empower We Accept We Respect	Can demonstrate support for the values and beliefs of the Bromley Y and for its services	X	
	Can demonstrate support for the THRIVE model and the RESPECT principles	X	
	Holds positive attitudes to diversity, equality and enabling access to services for all	X	
	Holds a positive attitude toward children and young people, particularly those with emotional and mental health difficulties	X	
PERSONAL ATTRIBUTES	An eye for detail, good organisational skills and the ability to multitask.	X	
	Able to work from home, utilising remote technologies	X	
	Flexibility across hours of work when required	X	
	Excellent computer skills and abilities	X	