

ROLE AND DEPARTMENT

Department: Human Resources
Job title: Head of Human Resources
Location: Sheffield with appropriate travel as required
Reports to: SMT

Salary: Market Rate
Hours: 40 Hours – Monday to Friday

WHAT WE DO

We have set out to be the market leader in technology and connectivity integration across UK infrastructure.

We will draw upon our core values and out-perform others, delivering excellence through customer responsiveness, collaboration, and innovation.

In doing so we will create a sustainable future for our people and our customers, reshaping and influencing the industries we operate in.

Working in partnership without customer we intend to achieve the extraordinary.

ROLES RESPONSIBILITIES AND ACCOUNTABILITIES

As Head of HR you will have responsibility for the strategic, operational and transactional HR service offered to the organisation. You will have demonstrable leadership, change management and talent development skills as well as the ability to deal with highly complex ER issues.

- Develop and implement people-focused strategic objectives to align with the company's business plan.
- Development, Introduction and Management of appropriate systems, policies and processes to ensure that best practice is delivered and maintained with recommendations as required
- Manage employee relationships with the business through relevant forums, communications and intervention when necessary.
- Own and manage all aspects of recruitment from initial review of requirements through to onboarding including all contract documentation management
- Take overall responsibility for all personnel data including holiday reporting, sickness and absence, training records and changes to terms and conditions with appropriate communication with impacted departments (eg payroll)
- Provide reports to board that are qualitative and quantitative
- Provide tailored advice when required, including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.
- Management of TUPE transfers both in to and out of the business..
- Create and manage Occupational Health assessments and recommend appropriate action
- Any required annual reporting (such as diversity and gender pay gap)
- Ensure that the business remains compliant with national and local employment practices (including UK and abroad as dictated by activity) and keep up on emerging legislation;
- Be a coach and leadership mentor to business line managers to support their development in dealing with their people.
- Any other duties as reasonably required and expected within general HR.

Development of the role:

- Support development and implementation of competency frameworks across the business for people and talent mapping solutions.
- Development of succession planning, talent retention and development plans
- Ongoing development and implementation of Microsoft Dynamics 365 and power BI dashboard reporting.

SKILLS, QUALIFICATIONS AND COMPETENCE

Essential:

- You have significant Human Resources experience (min 10 years) at a management level, ideally within a high-volume, fast-paced and customer-focused environment,
- CIPD Level 7 or equivalent, linked to experience
- Employee Relations and Engagement
- Performance Management, Talent Management and Succession Planning
- Solid problem-solving and analytical capabilities; you're able to analyse Human Resources metrics, find root causes and then develop short, medium and long-term plans accordingly,
- You always develop effective working relationships with colleagues, at all levels.
- You demonstrate a proven, hands-on attitude, while remaining flexible and adaptable,
- Demonstrable ability to motivate and positively influence others,
- You possess strong change management, negotiation and influencing skills

Desirable:

- L&D and competency framework experience

ENGLISH LANGUAGE PROFICIENCY

All employees must be able to speak the English language with fluency with good oral and written skills. Fluency relates to a person's language proficiency and their ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. For those whose first language is a signed language all reasonable adjustments will be made.

GENERAL SAFETY

Comply at all times with the requirements of Linbrooke Services' HSEQ policies and in accordance with the Health & Safety at Work Act.

GENERAL QUALITY

Delivery of all work in accordance with Linbrooke Services' quality procedures and customer standards and specifications.

Support the business during quality audits and demonstrate compliance.

SAFETY CRITICAL

This **is not** a safety critical role

(Delete as applicable)

RAIL SENTINEL

This **is not a** requirement of this role

(Delete as applicable)

BASIC DISCLOSURE BARRING SERVICE

This **is** applicable to this role

(Delete as applicable)

KEY SAFETY POST

This **is a key** safety post


(Delete as applicable)

GENERAL DATA PROTECTION REGULATION (GDPR)

As of May 2018, the new European Union General Data Protection Regulation (GDPR) came into force and will impact every organisation which holds or processes personal data. These regulations will remain in force regardless of the United Kingdom's status as a European Union member state.

The GDPR will work alongside the 2018 Data Protection Act to require organisations to demonstrate compliance with the regulations, will apply more stringent enforcement of these requirements, and will impose substantially increased penalties for those who do not comply.

If you are responsible for the processing of any personal data as part of your role then you have a duty to ensure that this information is handled with the strictest confidentiality, within the guidelines set out by the Company, and ultimately in full accordance with GDPR.

	ISSUE: 3	DATE: 05/20	AUTHORISED BY: <i>Age</i>
TITLE: FOR3150 Roles and Responsibilities Form	Head of Organisational Development		PAGE: 3 of 5

All those working for and on behalf of Linbrooke Services have a duty to comply with statutory requirements.

SIGNED AND ACCEPTED

POST HOLDER

Post Holder Name:

Signed:

Date:

The above named has signed to say they have received, read and understood the information regarding the roles and responsibilities to be undertaken when carrying out this role or deputising for this role.

DEPUTY OR RESPONSIBILITY (where relevant)

Deputy Post Holder Name

Signed:

Date:

The above named has signed to say they have received, read and understood the information regarding the roles and responsibilities to be undertaken when carrying out this role or deputising for this role.

This document is in conjunction with company policies that are located on the Information Management System.