Job Description

**Job Title:**  Head of Human Resources

**Directorate:**  Finance and Corporate Services

**Responsible to:** Director of Finance and Corporate Services

**Responsible for:** 5 staff

Overall purpose of the post

**To lead the delivery of the Commission’s HR function, leading and contributing to the delivery of high-quality HR services and further developing the function into a strategic leader for the Commission’s internal change.**

Main responsibilities

Strategic leadership

*Lead the on-going development and delivery of the Commission’s People Strategy to deliver relevant parts of the Commission’s Corporate Plan.*

* Working with stakeholders across the Commission and beyond, for approval by the Executive Team (ET) and the Remuneration & Human Resources Committee (RemCo)
* Lead and undertake relevant horizon scanning to identify external innovations, trends, opportunities and good practice, and
* Keep the strategy under review, reporting to ET, RemCo or the Board as required on proposed developments
* Act as the Commission’s Head of the People function, liaising with the Government People function as appropriate.

As a member of the Senior Leadership Group, contribute to the overall strategic leadership of the Commission

Project leadership and deliver

*Lead and contribute to the delivery of a programme of HR projects to deliver the strategy.*

* Working with stakeholders across the Commission, develop the required programme to deliver the strategy within time, cost and quality parameters
* Lead the delivery of the programme, co-ordinating high-level programme and operational activity
* Lead delivery of specific projects within the programme as appropriate
* As a senior HR professional in a small team undertake such project tasks as may be required, and

As a member of the Senior Leadership Group, lead or contribute to such other projects as may be required

Operational delivery

*Lead the delivery of the Commission’s HR function*

* Lead the provision of customer-focussed HR operations
* Ensure essential HR services (such as recruitment, payroll and pensions) are completed in a timely manner to a high standard
* Ensure the team has adequate and proportionate arrangements for quality management and continuous improvement
* To provide advice, guidance and support to managers and staff across all areas of HR activity.
* To promote the Commission's Learning and Development policy and to encourage a culture of continuous development, including the provision of a programme of corporate training and development.
* To lead the development of workforce planning across the Commission
* As a senior HR professional in a small team undertake such business-as-usual tasks as may be required, and

As a member of the Senior Leadership Group, lead or contribute to such other operational activity as may be required

Team leadership & management

* Provide leadership, management and direction in relation to all operational and project teams
* Lead and motivate teams in line with the Commissions values and behaviours.
* Provide consistent performance management in line with the Commission’s performance framework, by providing regular feedback, identifying and addressing business-focused training and development needs
* Manage the budgets HR, training, recruitment and relevant projects, ensuring that financial and other resources are controlled and used effectively.
* Manage effective procurement of required services and goods ensuring they are commercially sound and ensure ongoing robust contract management

Additional details

The post-holder will have significant opportunity to shape the Commission’s human resources strategy, policies and function in support of the Commission’s corporate plan to 2026/27. As there will be a General Election, which will trigger a new corporate plan, by 2024 the post-holder will also play a key role in shaping that plan and the subsequent revised strategy.

The post-holder will be the Commission’s most senior HR professional and will have a great degree of autonomy and will need the skill, knowledge and credibility to provide guidance and advice relating to their services without referring to a higher level. The post-holder will be expected to show initiative and take ownership of their workload, bringing potential problems and recommended solutions to the attention of senior management and, where appropriate, to Commissioners. The post involves a high degree of discretion both in planning and deploying staff resources.

As a member of the Commission’s Senior Leadership Group, the post-holder will contribute to the formation of the next corporate plan and be involved in strategic decision-making processes.

There may be occasional travel to various locations around the United Kingdom to support electoral events and to the Commission’s offices in Edinburgh, Cardiff and Belfast.

Person Specification

| Competency | Requirement | Essential or Desirable |
| --- | --- | --- |
| Specialist knowledge and experience | **Chartered Member of the Institute of Personnel and Development qualification or equivalent** | **E** |
| **Substantial experience of working in an HR function** | **E** |
| Up to date knowledge of all legislation affecting employment matters  | E |
| Experience of working in an HR function in the public sector | D |
|  |  |
| Delivering results | **Experience of managing change** | **E** |
| Experience of managing projects | E |
|  |  |
| Problem solving | Good analytical skills, logical, and sound of judgement | E |
|  |  |
| Planning | **Proven ability to manage projects involving a variety of stakeholders both internal and external and to deliver to time and budget** | **E** |
| Ability to think strategically and manage team plans and contribute to corporate plans and strategies | E |
| Communication | **Excellent interpersonal and communication skills**  | **E** |
| Ability to engage with and influence internal and external stakeholders | D |
| Personal effectiveness | Effective time management | E |
| Able to cope with pressure, ambiguity and changing priorities | E |
| Flexible (able to work flexibly to adapt to the needs of an evolving, independent, organisation) | E |
| Business management | Financial planning and budgetary management skills | E |
| Experience of developing business cases for investment decisions | D |
| Proven experience of managing successful procurements using frameworks or open tendering procedures | D |
| Leading and managing people | **Leadership and line management experience and experience of delivering client facing services** | **E** |
| Experience of coaching staff to develop and improve performance | E |