

WOODLAND TRUST JOB DESCRIPTION

Job Title: Head of Human Resources	Responsible To: Deputy Chief Executive	Date Prepared: Jan08
Department: Human Resources	Direct Reports: HR Manager/L&D Manager/Facilities Officer	Review Date: Jan 09
<p>Summary of Job:</p> <p>To work with the management team to develop the organisation to meet its future needs</p> <p>To develop a performance management and people management culture which enables the Trust to achieve its strategic vision and corporate objectives</p> <p>To design and deliver a dynamic staff development programme that helps individuals reach their potential as well as the organisation achieving effective development</p> <p>To develop internal and consultation across the Trust to support our values and improve the performance of individuals, teams and departments.</p> <p>To contribute to the development of more effective internal communications.</p> <p>To provide a comprehensive HR service including recruitment, induction, training & development, reward, recognition, benefits, pension, employee welfare - to ensure the Trust operates as a fair employer and responsible charity.</p> <p>To co-ordinate the management of Learning & Development across the Trust.</p> <p>To manage facilities and working practices to create effective office and home-based working, manage warehouse facilities and the supply of vehicles and equipment</p> <p>To ensure legal compliance in all relevant areas of HR and facilities and keep abreast of HR best practice development.</p> <p>To co-ordinate the management of health & safety across the Trust's Facilities function.</p> <p>To co-ordinate insurance cover across the Trust, monitoring claims and liaising with insurance brokers</p> <p>To co-ordinate the Trust's Disaster Recovery Plan</p> <p>To provide appropriate reports to trustees, the management team and others throughout the Trust</p> <p>To help build the Trust's reputation by contributing to external communications, PR and relevant HR networks</p> <p>To develop appropriate policies, strategies and plans and to create appropriate tools, processes and systems to deliver the above</p> <p>Departmental</p> <p>To manage and develop the HR and facilities team</p> <p>To take responsibility for the team's health and safety</p>		

To manage the department budget

Skills/Experience Required:

- Professional Personnel Qualification, minimum 5 years post qualification experience, (or equivalent business experience).
- The ability to coach and develop teams and individuals to improve performance.
- The ability to switch between long-term and short-term needs and give adequate time to both
- Good general management experience
- Proven project management and organisational skills
- Experience of managing facilities (eg premises, vehicles, equipment, insurances) is preferred
- High level of integrity
- Ability to listen and give clear effective advice
- The vision, creativity and intellectual breadth to meet the HR challenges inherent in diverse and talented teams
- Can do, pragmatic approach
- Ability to cope with multiple priorities
- Commercially aware
- Confidence to contribute to cross departmental solutions, strategic planning and development of initiatives.
- Ability to balance policy, best practice, legal and commercial issues in a pragmatic way
- Ability to influence others at all levels.
- Excellent communication skills – written and verbal

Competencies

Corporate/strategic thinking – able to take a corporate/strategic perspective

Analytical thinking - able to simplify complex problems, processes or projects into component parts explore and evaluate them systematically.

Planning and organisation - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines and resources.

Managing relationships - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Influencing and persuading - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Developing talent and diversity - coaches others to build on strengths and improve on weakness, gives and listens to regular, honest feedback, grows the Trust's new leaders, recruits and develops talent from a diverse range of backgrounds, connects with people from all parts of society.

Leading creativity - fosters imagination, creativity and experimentation, takes and promotes considered risks, celebrates successes and learns from failure, shows openness to alternative ways of doing things.

Communication - able to get one's message understood by adopting a range of styles, tools and techniques appropriate to the audience.

Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change.

**The list of tasks shown above is not exclusive nor does their order indicate the priority attached to them.
The job holder may, therefore, be required to perform other duties which may reasonably be assigned to them by their manager or supervisor.**