

**JOB DESCRIPTION**

|                            |  |              |   |
|----------------------------|--|--------------|---|
| <b>POST TITLE</b>          | Head of HR                                 |              |   |
| <b>DIVISION/DEPARTMENT</b> | FCS  |              |   |
| <b>REPORTS TO</b>          | Director of Finance and Corporate Services | <b>GRADE</b> | 3 |

**AIM**

This role is responsible for the development and implementation of a HR strategy which enables the achievement of the company's corporate objectives

The role will lead the strategic direction of the HR function; including both staff and systems to ensure its operational efficiency meets the company's strategic priorities and needs.

As Diamond moves from a building phase into a more mature operating phase this role will have a particular focus on maintaining excellent employee relations and engagement, and all aspects of staff development and performance management.

This role will provide HR advice and guidance to Directors and stakeholders on all aspects of HR, providing effective communication across Diamond relating to processes, policies and procedures and emerging trends or issues from a HR perspective.

**ACCOUNTABILITIES**

**Strategy**

- Lead the development and implementation of an effective HR strategy underpinning the company's business objectives and organisational needs.
- Ensure effective monitoring of the HR strategy and employment policies is undertaken and that accurate, timely and relevant employment and workforce related information is available to inform strategic decision making

**HR Function**

- Lead an efficient and effective HR function including HR business partner support, payroll, pensions, occupational health, organisational and staff development that effectively meets the needs of all Diamond and complies with all statutory obligations, standards and objectives.
- Manage the HR budget.

**Employer of Choice**

- Working with the Directors, ensure that the structure and organisation of Diamond facilitates the smooth running of the organisation, that it identifies and puts into place mitigation solutions relating to skills shortages and single point failures and ensures that there is robust succession planning in place.
- Lead and manage all aspects of staff and organisational development and performance management ensuring that the company is following best practice.
- Lead the development of an employee relations culture embracing partnership working with managers, employees and their representatives to address challenges, manage change and conflict resolution. Be responsible for providing an up-to-date, effective employment policy framework that responds to statutory changes and supports the company's corporate objectives
- Lead on the promotion of Diamond's commitment to equality of opportunity, in which diversity is valued, through the coordination of policy initiatives ensuring the effective communication and action plans are implemented; including training.
- Providing advice and guidance, lead on the development of an effective process to ensure Diamond's people talent is developed and managed appropriately; providing clear career paths where possible and ensure our staff have the skills; including leadership and management, in order to achieve the company's objectives and retain its world class reputation
- Enable the company's recruitment process, remuneration and benefits arrangements maximise the ability to recruit and retain world class staff. Working within the public sector constraints, ensure that the recruitment and remuneration strategies strengthen Diamond's competitiveness and ensure benchmarking of practices within the UK and beyond is carried out to ensure that ability is maintained.

**Other**

- Working with the Director of FCS, co-ordinate the ERC meeting agendas and communiques and any ongoing discussions with Prospect (Diamond's recognised Trade Union) and the employee representatives; leading the consultation for the company as required.
- Represent Diamond on employment related matters externally as required; including the RCUK RCPS (pension scheme).

**Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.**