

JOB DESCRIPTION

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| JOB DETAILS |

JOB TITLE: Head of HR

HOURS: 37.5 hours per week

REPORTING TO: CEO

BASE: Central Office

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| JOB SUMMARY |

The **Head of HR** will lead our people strategy across the organisation, overseeing Resourcing, employee relations, HR operations, compliance, and learning & development. This is a key leadership role, ensuring our teams are well-supported, skilled, and aligned with our mission to deliver outstanding care.

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| JOB SPECIFIC RESPONSIBILITIES |

* Oversee HR policies, systems, and processes to ensure consistency and compliance with all relevant employment legislation and CQC regulations.
* Lead, manage and develop the HR, Resourcing, and L&D teams to deliver high-quality support to the organisation.
* Support the HRBP with employee relations issues including grievances, disciplinary matters, and investigations.
* Provide strategic HR advice and support to the CEO and senior leadership team.
* Provide the Exec Team with relevant reports and KPI information.
* Champion a culture of inclusivity, well-being, and professional development.
* Lead cultural initiatives to promote engagement, diversity, inclusion, and employee well-being.
* Oversee the Resourcing function, ensuring timely and cost-effective hiring across all roles, including hard-to-fill positions in nursing and care.
* Lead the development and execution of a robust Resourcing strategy to attract, select, and onboard high-quality care and support staff.
* Lead initiatives to improve staff retention and reduce turnover across homes.
* Ensure accurate HR metrics, reporting, and insights are delivered to inform decision-making.
* Provide support to the L&D Manager to lead the design and delivery of L&D strategies to support staff induction, mandatory training, and career progression.
* Line management responsibility for the HRBP, L&D Manager, Resourcing BP and People Team Administrator.

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| PERSON SPECIFICATION |

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|  | Essential Criteria |
| Qualifications/Education | * CIPD Level 7 (or equivalent) qualification or equivalent level of experience. |
| Experience | * Proven senior HR leadership experience, ideally within the health or social care sector. * Experience in CQC-regulated environments. |
| **Skills/**  **Knowledge** | * In-depth knowledge of UK employment law and HR best practices. * Knowledge of HRIS systems and data-driven HR practices. |
| Personal Qualities | * Excellent leadership, communication, and interpersonal skills. * Strong strategic thinking with a hands-on approach to HR delivery. * Strong leadership skills with the ability to inspire, engage and develop high-performing teams. |

**This job description reflects the current main organizational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.**

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for the Head of HR position.

Post holder’s name: …………………………………………………………

Post holder’s signature: …………………………………………………………

Date: …………………………………………………………