



JOB DESCRIPTION: Head of HR

JOB TITLE:	Head of Human Resources
SALARY:	£38,270 – £44,360
HOURS:	Monday to Friday 8.30am to 5.00pm.
HOLIDAYS:	25 days plus bank holidays
REPORTING TO:	CEO
LOCATION:	305 Garratt Lane, Earlsfield, SW17 0NY or other location as required.
START DATE:	August / September 2019

About BeyondAutism

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers.

We run BeyondAutism schools, Independent Special Schools, offering transformative specialist education for children and young adults with autism aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers opportunities to young adults with autism, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

We also provide Outreach and Training services for parents, carers, professionals and mainstream schools – delivering life-changing outcomes in education settings and at home.

General Functions

The Head of HR is responsible for providing and developing HR strategy in line with the organisational strategy. As a member of the Senior Management Team (SMT) this role includes delivery of a full range of HR interventions progressing the organisation, guidance and support for managers in the resolution of disputes and enhancing individual performance. This role will also provide advice for the SMT on compliance, employment law and best practice.

Professional duties

Tasks will include:

Strategy

- To take a leading role within the SMT creating the next organisational 5-year strategy.
- To be responsible for the design, delivery, monitoring and review of the HR strategy that is aligned with the organisational 5-year strategy.
- To ensure that all key stakeholders are aware of the HR strategy, progress with implementation and their contribution towards its achievement.
- To complete monthly reports for the SMT.

Support and guidance to senior staff

- To provide expert support and advice to the SMT and Managers on all aspects of HR policy and practice, including grievance and disciplinary procedures and personnel crisis management.
- Analyse, report on, and support managers in dealing with employee relations issues
- To develop leadership behaviours throughout the organisation
- Take a lead role in the organisational culture, in line with the CEO and BeyondAutism's strategy, developing positive staff welfare and engagement across the organisation.

Recruitment and selection

- Ensure that recruitment and selection procedures and practice of the company meet operational needs, legislative and good practice requirements. (Specifically Safer Recruitment for the protection of children and adults at risk of harm).
- Support managers in the interpretation and implementation of recruitment and selection procedures
- Ensure staff involved in recruitment and selection procedures are properly trained;
- Ensure all procedures are effectively monitored and managed for equal opportunities.
- Manage the vetting of new staff in accordance with current legislation and DfE guidance.

Training and development

- Support managers with the induction of new staff including the design and delivery of induction programmes.
- Ensure that all levels of management have appropriate skills to meet the strategic and operational needs of the company.
- Where appropriate to assist the senior management team and colleagues in identifying training requirements and suitable training providers and materials.

Performance management

- To work with and be part of the Senior Management Team to develop the performance management systems within the organisation
- To co-ordinate the administration of the performance management processes, ensuring training and development needs are identified and addressed in the organisation wide training plan.

Compensation and benefits

- To review the current pay and benefits strategy and prepare, implementing as agreed, recommendations for improvement.
- Manage the payroll process, ensuring accuracy and efficiency

Policies and procedures

- Take overall responsibility for the Staff Handbook, ensuring that policies are up to date, reflect relevant legislation and good practice, and that the handbook is available and well communicated.

Administration

- Manage the administration of all personnel and other HR records, ensuring that records are complete, accurate and up-to-date.
- Manage compliance with the Data Protection Act and GDPR with respect to the storage of, access to and destruction of personal data.
- Manage and analyse all required HR reporting, flagging issues and trends in a timely and solution focused manner.

General

- Promote the company as an equal opportunities employer, seeking out best practice and benchmarking us against appropriate national standards.
- Keep abreast of new HR legislation, guidance, best practice and trends in the employment market, advising on developments and opportunities.
- Management of HR & Recruitment Advisor and HR Assistant.
- Undertake any other task commensurate with the role of HR Manager.
- Liaise with HR Services Partnership as appropriate

June 2019/AW