

Job description

Job title:	Head of Human Resources
Salary:	Band 4
Accountable to:	Chief Executive
Contract:	Permanent
Location:	151 Buckingham Palace Road, London SW1W 9SZ

Introduction

The Human Tissue Authority (HTA) is the national independent regulator for organisations that remove, store and use tissue for research, medical treatment, post-mortem examination, teaching and display in public. We also give approval for organ and bone marrow donations from living people. With the interests of the public and those we regulate at the centre of our work, we aim to maintain confidence by ensuring that human tissue is used safely and ethically, with proper consent.

Established under the Human Tissue Act (2004), we are an Executive Non-Departmental Public Body (ENDPB) sponsored by the Department of Health and Social Care. The Authority's Chair and members are appointed by the Secretary of State for Health. The Chair and half of the members are lay, with the remainder being professionals drawn from some of the groups who are affected by the legislation. The Authority is supported by an Executive team of 50 staff.

Job purpose

Based within the Chief Executive's Office, the Head of Human Resources (HR) will be responsible for the development and implementation of the HTA People Strategy and ensuring the provision of a comprehensive operational HR function.

The Head of HR has financial responsibility for the HR function including training and development, ensuring budgetary control and compliance to the HTA's systems and processes.

Communications and working relationships

Internal

SMT – to communicate and advise on relevant issues to ensure effective people management across all directorates.

HTA staff – to ensure that HR information is efficiently distributed and provide HR advice and guidance as requested.

External

Stakeholders - to work in partnership with HR directors across the Department of Health and Social Care and other government agencies.

Agencies - build relationships with agencies for training, occupational health, legal advice, recruitment and all other HR service providers.

Key tasks and responsibilities

1. Strategic Organisational Development

- Ensure the ongoing management of the HTA People Strategy in liaison with SMT and other key staff.
- Plan strategically and operationally to match the HTA's organisational goals and objectives, ensuring that the longer term business needs are considered in the approach.
- Provide a day-to-day operational HR service, developing effective working relationships with managers and using appropriate techniques to promote and encourage the development of good people management skills.
- Advise, coach and make recommendations to the HTA Management Group (HTAMG) and Senior Management Team (SMT) on their approach to changes of people processes and procedures; ensuring that a HR perspective is considered and best practice is embedded within them.
- Create and monitor the HR indicators set out in the HTA business plan, providing explanations to HTAMG and the Authority when these are not being met; alongside potential solutions where required.
- Lead the development, promotion and effective implementation of HR projects and initiatives in line with the overall People Strategy and people management policies.

- Promote positive and collaborative working relationships across the HTA and ensure the approach to people management is underpinned by the HTA's values.

2. Recruitment and Retention

- Responsible for advising on recruitment, headcount, organisational structure and job design.
- Lead and administer the provision of an effective and timely recruitment process for all vacancies; ensuring that selection processes are well designed and managed, and that business needs are protected through appropriate resourcing.
- Coach and develop manager's competence in recruitment and selection, to ensure the maintenance of best practices and consistency throughout the HTA.
- Regularly review and update the recruitment policy and procedure to ensure compliance with the latest, best practice guidance and equal opportunities requirement.
- Conduct exit interviews and analyse the information leavers provide to make adjustments to improve staff retention.

3. Learning and Development

- Develop and maintain the approach to people management, which builds on the personal development process and which is to be consistent across the HTA.
- Produce and carry out internal training for all new starters so that they understand the purpose and process for HTA performance development.
- Lead the management of the performance development process across the HTA and work with managers to ensure all employees participate in regular performance review meetings.
- Promote and organise effective development opportunities in the HTA according to the learning and development policy, training schedule, and personal development plans.
- Revise and maintain the procedure for dealing with learning and development requests, including an effective monitoring system to evaluate on the success of courses.
- Create and produce an annual report to be presented to the SMT and the Authority, alongside recommendations to continuously improve the quality of learning and development.

4. Employee Relations

- Be pro-active in identifying potential employee relations issues, coaching and advising managers to ensure that efficient and appropriate action is taken.
- Provide advice, support and coaching to managers in dealing with performance. Also, conduct using appropriate informal and formal mechanisms; such as discipline and grievance, to ensure the promotion of fair and effective management, and good employee relations.
- Assist and guide managers on the following: content, interpretation and application of employment legislation, terms and conditions of employment, policies and procedures. This will ensure consistency of approach and accuracy.
- Work with existing policies and develop increased consistency across the HTA. Lead and communicate on the implementation of new policies and amended policies, with all staff and the representatives of the Staff Forum.
- If required, provide at risk or TUPE employees with appropriate support, communication and information. Also, ensure that any processes are in accordance with legislation and best practice.

5. Management of Information, Systems and Procedures

- Monitor the HR budget to ensure budgetary control and compliance to the HTA's systems and processes.
- Maintain the HTA job evaluation and pay framework to ensure that it remains fit for purpose and supports the wider business objectives. Jobs must also be appropriately graded, rewarded, and compared to that of similar roles.
- Produce a regular audits to provide reassurance that there are no fundamental gaps in HTA HR systems which could lead to discriminatory practices.
- Create and manage a system which records any changes in the monthly payroll and liaise with the Head of Finance and Governance to ensure that staff are paid correctly and on time, with appropriate pay advice. Records must be kept in accordance with audit requirements.
 - Research, suggest and manage the various non-pay benefits including the following: pension scheme, giving advice to staff, liaising with various external suppliers and keeping up to date with any legislative and HMRC changes.

- Review, manage and maintain appropriate electronic information and administration systems, including the physical personnel files and the HR database.
- Monitor headcount and provide regular reports in conjunction with the Finance team in accordance with the Department of Health and Social Care requirements: Freedom of Information data requests and quarterly trends analysis to SMT.

Person specification	
Criteria	
<i>Education / qualifications</i>	
Qualification in an HR Discipline	Essential
CIPD Accreditation	Desirable
<i>Experience, training and skills</i>	
Excellent communication and interpersonal skills (written and verbal)	Essential
Ability to communicate effectively with professionals at all levels to instil confidence	Essential
Excellent knowledge of current HR best practice and its implications for organisational development, policy and practice	Essential
Substantial experience of researching and developing complex HR policies and clearly communicating updates	Essential
An interest in pursuing career and personal development	Essential
Extensive operational and strategic HR experience as a generalist HR practitioner, ideally in a standalone role/capacity	Essential
Experience of working with senior management	Essential
Proven ability to recognise where there may be concerning HR trends and propose appropriate solutions	Essential
Proven ability to assess workload, prioritise and organise self and others	Essential
Proven ability to co-ordinate larger tasks and successfully manage projects	Essential
Experience and knowledge of Microsoft Office and HR IT packages	Essential
Analytical and lateral thinking skills	Essential

A team player with a flexible and supportive approach to colleagues	Essential
Substantial experience in educating staff to be aware of important HR issues	Essential
Track record of recruiting and performance managing staff and facilitating teamwork	Essential
Effective supervision and coaching skills	Essential
Experience of working in a small/medium organisation - ENDPB	Desirable
Experience in managing a budget	Desirable