



## Job Description

**Job Title:** Head of HR  
**Department:** Senior Management Team  
**Reporting To:** CEO

**Main Purpose:** As a member of the Senior Management Team, to be responsible for the HR strategic direction and long term growth of the organisation.  
  
Responsible for the provision of effective and efficient HR policies and processes Responsible for the HR Function and effective management of the HR Team.

### About Us

The Edmund Trust & Eddie's has been proudly supporting people across the East of England with learning & physical disabilities, autism and complex needs for over seventy years. We work to provide lifelong opportunities and create positive lifestyles for people to be equal and active members of the community.

We provide person-centred support, allowing individuals to choose how they want to live their lives, enabling them to reach their full potential. We encourage people to achieve their aspirations with outcome focused support. Working alongside our values of Commitment, Collaboration and Positive Interactions.

## Main Duties

### Strategic Leadership

- Contribute towards the development of the organisation and drive forward change
- Provide strategic and operational HR management reports, information and advice to the CEO, Boards of Trustees and other senior managers
- Review and lead the organisations strategic HR planning to ensure robust processes are in place for effective and efficient resource allocation and performance monitoring
- Conduct detailed strategic analysis to identify trends and cost savings and to ensure the organisation is well placed for business expansion
- Recommend changes that will improve the organisation's performance
- Ensure appropriate risk management is embedded at strategic and operational levels
- Provide professional and proactive HR management advice and training across the organisation to help improve and maintain levels of HR management knowledge, skill and competence
- Keep own professional knowledge and competence up to date, and advise the organisation on the implications of changes in legislation, statutory regulations, codes of practice etc



- Take a lead role in strengthening the organisational culture, ensuring that the company values are displayed and adhered to.
- As a member of the Senior Management Team, to take part in corporate responsibilities by attending internal and external events and meetings as required.

## **Core Management Tasks**

- Advise and strategise on the development of effective employment policies across the company.
- Ensure that the company complies with current regulations, accepted professional standards, policies and procedures and legislation (including legislation on GDPR, the Equality Act and health and safety).
- Manage the execution of the HR Strategy and core areas of the HR department including Employee Relations, Workforce Administration, Employee Engagement, Payroll, Reward and Recognition, as well as maintaining and improving HR systems and management of the HR budget

## **Business Development**

- Proactively monitor progress against the business plan, providing HR solutions to support growth
- Support projects and bids with HR solutions, advice and timely information
- Proactively support the Head of Operations in the development of new services

## **Line Management**

- Provide line management support, supervision, appraisal and training to direct reports to ensure the Team are enabled to effectively and efficiently perform their duties
- Provide professional leadership, support and development to HR staff, in order to increase knowledge, share best practice and to ensure that relevant professional standards are met.
- Provide support to the payroll function

## **Corporate Compliance**

- Undertake training as required
- Adhere to and promote the organisation's policies, including Health and Safety and Equality and Diversity
- Adhere to confidentiality and security of information at all times and in line with GDPR & the ICO
- Carry out any other duties as reasonably requested from time to time



## General

- As an employee of The Edmund Trust, you should role model our values, creating a positive working environment, advocating inclusion and equality, creating a culture that recognises and celebrates diversity.
- Adhere to and promote the Company's policies, being accountable for the Health & Safety of yourself and others
- Work with integrity and adhere to confidentiality and security of information at all times, complying with all legal requirements relating to GDPR
- To be mindful at all times that we are a charity and to play a part in identifying opportunities for process improvement and cost reduction
- Undertake training as requested by the company
- Carry out any other duties as reasonably requested from time to time

Please see Person Specification Document for further details