



Head of HR

Role description

For application details please see page 10.

Deadline is 9am on Wednesday 30th November 2022.

Who we are

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the leader in the field of sexual and reproductive healthcare, and we are the voice for professionals working in this area. As a multi-disciplinary professional membership organisation, we set clinical guidance and standards, provide training and lifelong education, and champion safe and effective sexual and reproductive healthcare across the life course for all.

We offer:

1. evidence-based clinical guidance and standards
2. a range of qualifications, education and training in sexual and reproductive healthcare (SRH)
3. membership benefits, including our BMJ SRH Journal; webinars and events
4. a CSRH specialty programme that trains future consultants in SRH.

We have 28 staff and are growing. We are structured over four departments: Education and Training, External Affairs, Finance and Operations, and Membership Engagement.

Our offices are based in London Bridge. You can find out more at www.fsrh.org.

This is an exciting time to join the FSRH, as we undertake a period of organisational transformation and development.

Are you an experienced, and hands on, HR Professional looking for an exciting new opportunity for a leading charity in sexual and reproductive Healthcare?

Due to increased business need and growth, the FSRH now seeks its first in-house HR lead.

Reporting to the Director of Finance and Operations, the Head of HR will be on the senior management team working closely the Chief Executive to advise and lead on all HR matters. You will be required to plan and deliver all HR policies and processes.

As the FSRH is a small organisation, this sole HR role requires someone extremely hands on, highly organised and experienced in all aspects of HR from strategy planning to implementation, people management, recruitment, pay and reward, job design, learning and development and employee relations.

Experience of working as a senior level HR professional is essential. You will be fully conversant with employment law and best practice, be able to provide HR advice to senior leaders and work independently in a fast-paced environment.

This job description and person specification is a statement of requirements of the job at the time of writing. It should not be seen as precluding future changes after appointment to this role. Last updated November 2022.

Until now the organisation's HR has been provided through an outsourced arrangement, and whilst you will be required to work solely on all HR matters, excellent communication skills and developing collaborative, effective working relationships are essential to liaise with colleagues and any third-party suppliers.

CIPD qualification and membership is essential, as is evidence of continued professional development.

This role is offered 21 hours per week (exact pattern to be agreed but to be worked over 3, or 4 days, ideally to include a Wednesday). We are looking for someone to start in January 2023.

We value diversity, promote equality and encourage applications from people of all backgrounds.

Read on to find out more information about the role, benefits of working for us and how to apply.

Role overview

Job title

Head of Human Resources

Department

Finance and Operations

Band

Band 5: c£50K per annum (pro rata c£30K per annum)

Reports to

Director of Finance and Operations

Hours/week

21 hours per week (0.6WTE) – exact pattern to be agreed over 3 or 4 days per week.

Location

Hybrid working with ability to flexibly spend time at FSRH offices in London Bridge and working from home.

Role responsibilities

The Head of Human Resources (HR) role is a new position in the FSRH, and the successful candidate will be the first person to perform the role. HR support has to date been provided throughout an outsourced arrangement. Due to increased business need and growth, the FSRH now seeks its first in-house HR lead. The role sits in the Finance and Operations department and will lead on all aspects of FSRH human resources requirements.

The Head of HR role exists to:

- work closely with the Chief Executive and senior managers to advise on and lead on all HR matters
- plan and deliver all aspects of FSRH HR policies, practices and processes
- to support business needs and ensure the proper implementation of FSRH strategy and objectives with regards to:
 - job design
 - pay and benefits
 - liaison with outsourced payroll provider
 - recruitment and selection
 - appraisal and performance management
 - learning and development
 - people policy
 - effective employee relations
 - employment legislation matters (in conjunction with retained solicitors)
 - Equality, Diversity and Inclusion strategy
 - supporting change management
 - be the primary source of advice for all staff on HR matters

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Key Duties

The role will undertake the following:

Planning of HR and organisational development

- To develop, implement and monitor HR strategies, systems, policies, procedures and metrics across the organisation
- To support / co-develop and implement with senior management, organisational development initiatives
- Leading on all HR activities in support of the FSRH strategy and annual plans

Recruitment and job evaluation

- Oversee recruitment and selection processes and policies
- Develop, maintain and deliver policies and process for job evaluation and role description construction

Employee relations

- Develop, maintain and deliver procedures and policies for management of employment issues in accordance with legislation and HR best practice
- Engender effective employee relations including staff liaison, leading on employee processes including grievances and staff contractual matters
- Work with the Chief Executive to develop a supportive and positive working environment
- Enact effective staff communications and consultations as required

Performance management

- Coordinate, develop as necessary, and monitor the FSRH model for staff appraisal
- Provide guidance and training on the annual appraisal process
- Support managers in developing good practice to support staff in delivering their duties to effective performance standards

Learning and development

- Conduct annual (and ad hoc) training needs analysis and implement resulting learning and development arrangements, managing use of the annual training budget
- Seek and implement opportunities for staff development, supporting the FSRH in being an organisation that invests in staff learning and career development

Policy

- Develop, advise, implement and review effective HR and employment policies, which meet legal requirements, best practice and organisational objectives and values
- Ensure HR record keeping and reporting fully complies with the provisions of the Data Protection Act
- Act as the primary source of FSRH advice on compliance with employment law, working with retained solicitors as required

Pay, benefits and staff welfare

- Maintain payroll by liaising with the FSRH appointed external payroll and pension provider
- Maintain and develop the FSRH framework for staff reward, pay and benefits

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- Advise the Chief Executive and Remuneration Committee on annual cost of living increase, bonus and other staff reward initiatives
- Maintain and develop the FSRH framework for staff welfare and support

Equality, Diversity and Inclusion (EDI)

- Manage, develop and maintain the FSRH staff facing / employment practice and policies in relation to EDI, seeking and implementing opportunities for the FSRH to enhance its performance as an inclusive employer
- Lead on the capture, maintenance and reporting of staff EDI data

Other duties

- Provide HR data as required to inform organisational decision making
- Attend and participate in the weekly Senior Management Team meeting
- Attend and participate in the monthly Staff Committee meeting
- Attend and participate in the annual Remuneration Committee
- Perform any other duties as directed by the Chief Executive and Director of Finance and Operations
- Supporting and offering advice to the Faculty President on any HR matters relating to the Chief Executive

Person specification

Education requirements

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Qualified to degree level (or demonstrable equivalent experience) • CIPD qualification and full CIPD membership • Evidence of continued professional development 	

Experience

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Experience of working as a senior level HR professional • Fully conversant and up to date with employment law and best practice • Experience of providing HR advice to senior organisational leaders 	<ul style="list-style-type: none"> • Experience of working in a charity or health setting • Experience of budget management • Experience of implementing learning and development strategies

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<ul style="list-style-type: none"> • Experience of developing and implementing employment and recruitment and selection policies and procedures • Experience of organisational change management • Experience of working independently in a fast-paced environment to manage time and prioritise workload • Experience of supporting/coordinating projects and working to deadlines • Experience of working within policies and processes and using these to support improved service delivery • Experience of managing stakeholder relationships • Experience of producing written reports and presenting to stakeholders • Experience of collating data to inform management decisions 	<ul style="list-style-type: none"> • Experience of using People HR
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Skills and abilities

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Highly organised, with meticulous planning skills and attention to detail • Credibility to be able to quickly engage with colleagues at all levels and create collaborative, effective working relationships • Able to think strategically, solve problems and negotiate effectively • Communicates clearly with confidence and able to translate complex matters into language appropriate to a lay audience • Solution focussed and able to develop mitigation to overcome matters preventing progress • Comfortable managing multiple pieces of work at the same time with a pro-active and flexible approach • Effective time management and able to successfully manage competing priorities, work under time pressure and adhere to deadlines • Demonstrable commitment to inclusivity and accessibility in the work place • Able to work with discretion and with frameworks of confidentiality. High level of trust and integrity • Ability to produce or edit complex documents 	

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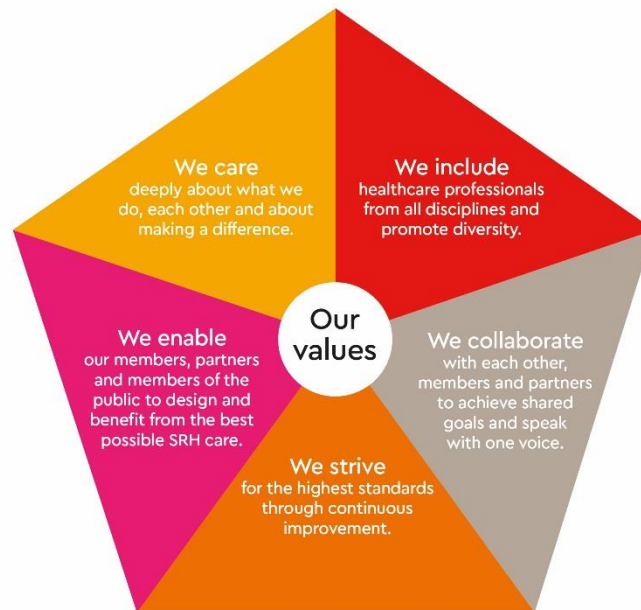
<ul style="list-style-type: none"> • Excellent computer skills (e.g. using MS Office, including Word, Excel and PowerPoint) 	
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Other requirements

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • Attention to detail: accomplishes tasks with thoroughness, accuracy and reliability • Team working: builds and develops appropriate relationships with colleagues, member and suppliers at all level of seniority and has the ability to motivate others • Adaptability/flexibility: maintains effectiveness in a changing environment. Able to be flexible in approach to work without losing sight of key objectives • Communication: expresses ideas effectively and conveys information appropriately and accurately both verbally and in writing • Resilience: maintains performance under pressure and / or opposition • Analysis/reasoning: examines data in order to grasp issues, draw conclusions and solve problems 	

Our values

We developed five values as part of our 2020-25 strategic plan, in collaboration with FSRH staff and our Officers. Our five values inform our work, culture and behaviour here at FSRH.



Our benefits

We offer a range of benefits at FSRH to support staff wellbeing, including:

- **Generous holiday entitlement**
25 days pro-rata, with an additional 2 days leave after 2 years of service, and further 3 days after 5 years.
- **Birthday leave**
Take an additional day off on your birthday
- **Flexible working culture**
We are open to flexible working and offer hybrid working arrangements
- **Pension and life assurance scheme**
10% employer contribution / 5% employee contribution after successful completion of probation. This also includes access to life assurance at 4x annual salary and an income

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protection scheme.

- **Employee Assistance Programme (EAP)**
Access to 24/7 confidential telephone counselling and advice on a wide range of work and personal issues to support your work-life balance.
- **Employee discounts portal**
Access to a range of discounts from brands including Apple, Sainsburys and The White Company, as well as independent shops.
- **Interest free season ticket travel loans**
Available when buying a travel season ticket, deducted from your salary on a monthly basis.
- **Enhanced maternity, paternity & adoption pay**
Supporting you financially during this time in your life.
- **Free eye tests**
We will reimburse you the cost of your annual eye test as well as the cost of basic glasses / contact lenses, if required for work use.

Training and development

We want our staff to feel invested in and have the time and space to grow, learn and develop in their roles. We provide a range of learning and development opportunities, from webinars and conferences to training sessions on specific topics.

Candidates will need to have the right to work in the UK and also be residence in the UK.

How to apply

We value diversity, promote equality and encourage applications from people of all backgrounds. We are working hard to minimise unconscious bias and your application will be anonymised to support this.

To apply, please share your CV and a covering letter (no more than 2 pages) to stephanierough@dittonhr.co.uk

Your cover letter should outline why you are applying for the role, how you meet the person specification criteria, your ideal working pattern and your notice period.

Deadline for applications is Wednesday 30th November at 9am.

Interviews and assessments are to take place on 13th December 2022.

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