

JOB DESCRIPTION (Draft)

Title: Regional HR Manager (Lincs/Oxon or Wilts/Glos)

Reporting to: HR Director

Location: Suitable Local Office

General Scope of the Post

The Regional HR Manager is responsible for leading the regional HR team to provide a proactive, commercially sensible and legally sound HR strategy and service for two regions and to be a business partner to the senior managers in these regions. This role plays a crucial part in implementing the HR strategy.

Through effective leadership, and professional HR input, guidance and challenge, this role will support the senior team to achieve the Trust's goal of being employer of choice, which in turn will support delivery of the highest possible standard of care to our residents.

Key Accountabilities

1. Leads and develops the regional HR team across the two counties in providing a proactive high quality HR service to OSJCT.
2. With the regions, develops HR plans that will attract, develop, engage and retain employees to run a successful operation and provide high standard of care. This will include challenging the norms and constructively challenging others to ensure continuous improvement, commercial astuteness and inspire the same in employees.
3. Leads and manages complex people change projects as and when required such as new homes, home closures, TUPE transfers, re- organization/restructures, changing employment conditions, addressing specific homes performance issues.
4. Works with the senior managers to develop succession plans and talent development programmes with Learning and Development support.
5. Ensures the provision of effective, practical, accurate and up to date HR advice to senior leaders and managers across the Trust, in line with our Values, legislation, policies and practices and business commercial needs.
6. Reviews and explores the quarterly HR MI pack with the senior managers and HR team on an agreed regular basis to agree key people areas and update HR plans as necessary.
7. Works closely with other members of the function drive the People strategy, contributing to policy development, reward and recruitment initiatives. Provides feedback on the HR Hub services as needed.

8. Leads on some Trust wide initiatives for example Employee involvement group.
9. In conjunction with Management Development, builds capability in our Home management teams to effectively lead and manage their employees addressing people relationship issues professionally.
10. Manages any ACAS or Employment Tribunal cases in their regions, ensuring the outcomes are mitigated in terms of cost and resource, as far as is reasonably possible.
11. Keeps up to date with sector and HR practice/ideas and recommend changes to HR practices and policies to ensure the Trust is operating in line with current legislation and best practice.

Number of
Direct Report

This role has approx. 3 direct reports

Financial
Responsibility

This role holds the following financial responsibility: To be agreed.

Person Specification

| ESSENTIAL | | DESIRABLE | |
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| <p><u>Qualifications:</u> Degree or equivalent GCSE pass level or equivalent for English and Maths Chartered Member of Fellow of the CIPD Relevant business qualification that shows evidence of competence in HR, employment law</p> <p><i>If the individual has a thorough working knowledge of HR and is able to prove competence then CIPD qualifications are not required</i></p> | E1 | Degree/Masters in Human Resource Management or equivalent | D1 |
| <p><u>Knowledge and Experience:</u> Experience of leading and managing a HR team and developing regional HR plans. Extensive experience working as a HR generalist within a busy and effective HR department, delivering sound, pragmatic and credible advice to Executives and senior managers. Experience of designing and implementing people projects – re-organisations; restructuring; redundancy situations; TUPE etc. Experience of dealing with local Trade Union Representatives and building close relationships. Extensive working experience of dealing with disciplinary and grievance matters and ET Claims. Accurate and up to date knowledge of employment law and best practice</p> | E2 | <p>Experience of working in 'other' HR functions such as Operations, Training, Talent, Recruitment, Reward or Organisation Development Experience of working in the care or 'not for profit' sector Experience of working for a multi-site organisation</p> | D2 |

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| <u>Skills and Abilities:</u> Is able to provide evidence of their understanding of how HR adds value to the business Evidence of managing and influencing senior stakeholders, building effective relationships. Able to organise and manage effectively own workload, being able to prioritise in line with the HR Strategy and Regional HR Plans and lead multiple projects. Able to organise and manage effectively own workload, being able to prioritise in line with the HR Strategy and regional HR plans Has initiative and is able to quickly assess and identify the priorities and action required Able to clearly articulate their position and argument in a convincing and professional manner, both written and verbal. Has a collaborative nature and is able to understand others' perspectives but challenges effectively and bring new ideas/solutions to long standing problems. Able to analyse complex data, produce reports and make recommendations that are in line with business need Is professional at all times, shows evidence of our Values Able to operate effectively Microsoft Office suite of programmes | E3 | Has shown evidence of own career and professional development Experience of diversity and inclusion initiatives | D3 |
| <u>Ability to meet Job Requirements</u> Must be able to drive as frequent travel required across all Trust regions (clean driving licence required) and regular working from Witney office Willing to attend training and meetings in other Trust counties during office hours Occasional overnight stays in other regions | E4 | | |