

Director of HR: role /person specification

THE
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Job Title	HR Director
Purpose of Role	<ul style="list-style-type: none"> • Be an expert adviser to the UK & Global Executive on HR strategy • Be intellectually curious with a demonstrable track record of developing HR strategies to drive organisational effectiveness • Develop BITs organisational capability to support delivery of our corporate strategy • Lead and influence the people and culture agenda for the organisation • Be an Ambassador for the organisation who can engage, attract and retain the very best employees • Embody the social purpose of the organisation and live and breathe the team's values
Duties and Responsibilities	<ul style="list-style-type: none"> • Articulate a transformative and innovative people and culture strategy for BIT that aligns and accelerates delivery of the ambitions of the Board and Global Executive • Establish the BIT group HR strategy, ensuring that it is driven by group strategy and aligned to the team culture • Translate that strategy into robust, deliverable and sustainable plans which cover the full life-cycle of HR, including attraction, recruitment, induction; retention; pay & reward; learning and development; performance management; and succession planning • Lead the design and implementation for cutting edge HR systems and evidence based processes. Developing the team that can support this across a fast paced and agile business ensuring operational excellence • Plan and execute a recruitment and reward approach that attracts, motivates and retains the best talent • Build and communicate BIT's employee value proposition and employer brand. • Lead a shift in the efficiency and effectiveness of our people management practice. • Ensure that HR is recognised and valued as a strategic business partner offering relevant expertise and advice, proactively sharing insights and assisting teams to plan strategically to identify their current and future people capacity and capabilities and develop plans to satisfy them. • Work with the Global Executive, Employee Benefits Trust and Employee Forum to ensure levels of employee engagement are optimal • Create a progressive, agile, dynamic workplace experience and environment for the future which enhances employee engagement and wellbeing • Drive honest, robust and evidence-based performance management at BIT using the Small Improvements system.
Level of financial responsibility	Manage non-staff budget of c. £500k
Line management responsibility	Manages HR team of 3

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Experience and Qualifications,	<ul style="list-style-type: none">• Fully CIPD qualified• Comprehensive strategic and operational knowledge of best practice across the full HR life cycle, ranging from recruitment and retention, pay and reward, performance management to relevant employment legislation• Proven track record of challenge, driving and embedding continuous improvements at all levels, successfully leading, managing and improving performance of global teams and securing key contributions to business critical outcomes• Experience of working with senior management teams and Boards to drive the HR agenda• Demonstrable experience of building and sustaining relationships with internal and external stakeholders.• Successful senior experience of coaching senior individuals to achieve ideal business outcomes• Experience using (and ideally implementing) HR systems• Experience of major project management• Experience working in an international context
Knowledge, Skill, Behavioural requirements	<ul style="list-style-type: none">• To act as a professional role model that inspires, motivates and enthuses people within the HR team and more widely across the organisation, building on our culture of collaboration and innovation, celebrating successes and encouraging ambition and achievement.• To exhibit and promote excellent people leadership and management practices within BIT, enabling people to develop and perform to their best• Possess an interest in the application of behavioural insights to HR processes• Board-level experience and capable of being an ambassador for BIT, building and communicating BIT's employee proposition and employer brand• Analytical ability and critical thinking• Organised and able to balance the demands of several activities with a proven track record of meeting deadlines and working under pressure• Knowledge of UK & International HR policies, procedures, legal frameworks and best practice