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| POST: | Director of People (maternity cover) |
| CONTRACT LENGTH: | 12 months |
| LOCATION: | Shipley |
| GRADE / SALARY: | £46,350 pro rata |
| HOURS: | 22.5 hours per week |
| ACCOUNTABLE TO: | CEO |

Role Purpose:

Maternity cover

To deliver The Cellar Trusts strategic priorities as part of the Executive Leadership Team by providing leadership around our People Plan.

Key Responsibilities:

- As a member of the Executive Team work collaboratively to deliver our strategic objectives and model our values.
- Lead on the operational implementation of our People Plan to maximise the wellbeing, productivity, and potential of our people.
- Work closely with other members of the Senior Leadership Team to continue to ensure that The Cellar Trust is a great place to work where people can thrive.

Other Responsibilities:

- Lead on implementing our People Plan.
- Provide specialist HR input into the Executive and wider Leadership Team as required.
- Work collaboratively with other members of the SLT to implement the next stage of our employee wellbeing and engagement plans.
- Lead, support and develop the People Team.
- Executive Lead for our People and OD Committee.
- Provide strategic leadership working with the EDI Lead to ensure that we drive forwards our plan to be a diverse and inclusive workforce, in line with our EDI strategy.
- Lead on employee relations as required, to include direction, advice and management of formal process such as disciplinarys, grievance, capability, restructure and redundancy
- Ensure good quality data and reporting, utilising our digital HR management system.
- Provide input and leadership around our new Learning and Development plans as part of our objective to embed a learning culture.

Values and Behaviours:

- Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.
- Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.



Job Description and Person Specification

Director of People

- Be passionate about our work and inspire others to feel the same.
- Be committed to doing things well and always look for opportunities for improvement.
- Model excellent partnership and team working.



PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

| Knowledge | Method |
|--|-------------------------------|
| CIPD level 7 or significant equivalent senior experience | Application |
| Knowledge of current employment legislation and good practice in the field of employee relations. | Application Assessment |
| Awareness or knowledge and/or lived experience of the challenges facing people who have difficulties relating to their mental health. | Application Assessment |
| Experience | |
| Experience of development and implementation of People policies and procedures. | Application Assessment |
| Experience of improving diversity and inclusion in a comparable organisation | Application Assessment |
| Experience of developing and implementing plans to improve employee wellbeing and engagement | Application Assessment |
| Experience of managing various systems and working with other leaders to ensure systems and processes are utilised in an accurate and timely manner. | Application Assessment |
| Experience of working at a Senior Management level in a similar role. | Application |
| Commitment to own personal development | Application Assessment |
| Skills | |
| Ability to analyse and present clearly complex evaluation and reporting data | Assessment |
| Effectively lead and manage at an operational and strategic level | Application Assessment |
| Values | |
| A firm belief that all people matter and deserve respect | Assessment |
| An evidenced belief that everyone can change | Assessment |
| A track record of delivering on your commitments | Assessment |
| A personal commitment to equality, diversity, and inclusion | Assessment |