



## Job Description and Person Specification

### Director of People

<b>POST:</b>	Director of People
<b>LOCATION:</b>	Sheffield/Doncaster/Keighley
<b>GRADE:</b>	9; Salary: £51,750 per year (FTE), £25,875 (Actual)
<b>WEEKLY HOURS:</b>	17.5 hours, working 2.5 days per week

#### Role Purpose

To deliver Project 6's strategic priorities as part of the leadership team by delivering sound and progressive People Process and Policies.

#### Key Responsibilities

- As a member of the senior leadership team, work collaboratively to deliver our strategic objectives and model our values.
- Develop and deploy a flexible forward-looking People Strategy for Project 6, maximising the wellbeing, productivity, and potential of our people.
- Lead the development of our People Systems and work to maximise the use of our human resources, to deliver as much high-quality frontline work as possible, in a sustainable way.
- Ensure that Project 6 is a safe and healthy place for people to work.

#### Other Responsibilities

- Lead our people planning
- Lead on the organisation's management of health, safety and wellbeing
- Lead, support and develop the people team
- Provide high quality and timely people information to the board
- Contribute to the mobilisation of new projects and closure of projects as required
- Represent Project 6 externally in relation to people issues
- Create and present reports by attending the People Sub committee
- Lead on our work to be a diverse and inclusive workforce
- Lead on all matters relating to pay and reward and conditions of employment

**PERSON SPECIFICATION – Director of People**

<b>Qualifications</b>	<b>Assessment Method</b>
CIPD level 7 or significant equivalent senior experience	<b>Application</b>
<b>Knowledge</b>	
Of current employment legislation and good practice in the field of employee relations	<b>Application/Interview</b>
<b>Experience</b>	
Of developing and deploying a modern fit for purpose people policy framework	<b>Application/Interview</b>
Of improving diversity and Inclusion in a comparable organisation	<b>Application/Interview</b>
Track record of managing and maintaining staff safety and wellbeing	<b>Application/Interview</b>
Experience of managing various systems and working with other leaders to ensure systems and processes are utilised in an accurate and timely manner	<b>Application/Interview</b>
Experience of using Organisational Development principles to develop and maintain a value led culture	<b>Application/Interview</b>
Demonstrable experience leading TUPE, MSR and disciplinary processes	<b>Application</b>
Experience of working at Board Level	<b>Application</b>
Commitment to own personal development	<b>Application/Interview</b>
Experience of effectively leading and managing a team	<b>Application</b>
Experience of establishing effective partnerships working with a range of external partners or customers	<b>Assessment</b>
<b>Personal Attributes</b>	
Commitment to own personal development	<b>Application/Interview</b>
Demonstrable commitment to the principles of Equality, Diversity and Inclusion	<b>Interview</b>
Personal commitment to the values of Project 6	<b>Interview</b>