|  |  |
| --- | --- |
| **Job title:**  | HR Director |
| **Department:**  | Human Resources |
| **Responsible to:**  | Group Finance Director |
| **Responsible for:**  | Human Resources, Learning and Development and Payroll |

|  |
| --- |
| **Scope of role:**  |
| * Deliver our people strategy in line with our vision, values and culture.
* Enhance employee and organisational performance.
 |

|  |
| --- |
|  |
| **Main Duties:** * Develop and implement our people strategy in line with the business strategy.
* Pro-actively engage with key stakeholders to identify and address issues and opportunities.
* Lead and influence HR, L&D and payroll teams to achieve high performance.
* Be an active member of the Senior Management Team.
* Foster a high-performance culture and positive employee experience.
* Ensure recruitment and onboarding activities support the attraction of top talent.
* Lead on our approach to employee engagement, ensuring an understanding of employee sentiment and identifying activities that support the development of an engaged workforce.
* Lead on talent management initiatives within the business, ensuring workforce plans, performance management and high potential talent management activities are in place and effective.
* Ensure effective leadership and management development to enhance the capability of leaders and managers.
* Regularly review and refine our reward and recognition strategies.
* Ensure effective employee development and learning initiatives are in place, with a focus on frontline development programmes for Sales, Production and Aftercare colleagues.
* Maintain up to date knowledge of employment legislation, ensuring HR practices and policies are complaint with employment law.
* Utilise data and people metrics to drive decision-making.
* Establish and maintain KPI’s for the HR function, to drive effectiveness.
* Support and advise on organisational change initiatives.
* Provide expert guidance and support on complex employee relations issues.
 |

|  |  |
| --- | --- |
| **Key Attributes** | * Excellent leadership skills
* Excellent stakeholder management skills
* Excellent communication, negotiation and influencing skills with the ability to work effectively at all levels in the business
* Ability to effectively coach and mentor others
* Commercially astute
* Action focussed with the ability to meet deadlines
* High level of accuracy and attention to detail
* Excellent time management and organisational skills
* Good analytical reporting skills to provide meaningful management information
* Evidence of continuous personal development
 |
| **Qualifications/****Experience** | * CIPD Level 7 qualified or equivalent
* Experience of leading an HR team
* Experience in leading HR strategy development and implementation
 |

*It is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*