

Job title:	Head of People and Culture
Location:	Head Office, London SE1 (with flexibility for home working)
Department:	Human Resources
Reporting to:	Chief Executive Officer
Direct reports:	None
Salary:	£45,000 – £50,000 per year (depending on experience)

This is a standalone role and so it is very hands on with responsibility for all transactional tasks, including recruitment, payroll, pensions, training etc. You'll also work particularly closely with senior managers to attract, retain and develop a diverse and talented team. You'll promote a culture of learning and collaboration across the organisation, ensuring that Muscular Dystrophy UK complies with all relevant employment legislation and best practice.

As Head of People and Culture, you'll develop and deliver a modern People and Culture plan that supports successful delivery of the Muscular Dystrophy UK strategy, enables a positive culture, and is in line with our values.

We welcome applications from candidates working at Manager level, who want to step up to their first Head role. We are looking for candidates that are comfortable to work on an operational and strategic level with hands on approach. We will consider candidates with a level 3 or level 5 CIPD qualification.

Main purpose of role:

- Work with the Chief Executive and SLT to implement the HR plans to support Muscular Dystrophy UK in achieving its strategic objectives.
- Make sure there are effective HR systems and policies and procedures in place to reflect the charity's values and key business needs
- To ensure the delivery of an effective, expert HR service, working closely with the charity and provide expert and reliable advice on all people matters
- To develop and provide an efficient and customer-focused operational, best practice HR service for Muscular Dystrophy UK working with external HR consultancy support as/when required.
- Working closely with the Office Manager to ensure that Muscular Dystrophy UK keeps Health and Safety issues under review throughout year taking action as necessary to draw any issues that arise to the attention of Trustees/Directors/managers

- Supporting the New Staff onboarding (with Office Manager) and Volunteering engagement project (with Volunteering Manager) to ensure consistency and high quality experience for staff and volunteers.

Main tasks and responsibilities

- To provide a customer-focused HR operational service to Directors/Managers.
- Keep the Directors and Managers up to date on new employment legislation and issues.
- To provide first line advice and guidance on employee relations matters; escalating them to Director or external consultant level where appropriate/necessary.
- To ensure that the approach to recruitment enables the charity to attract a high quality and skilled workforce and that the induction of new starters is supportive and effective
- To ensure all managers are advised and supported to achieve high quality practice across all aspects of people management e.g. managing change, performance management, sickness absence, grievance and disciplinary procedures, etc.
- To support organisational transformation and change projects to contribute to the development of a positive working culture, improve employee engagement and achieve performance excellence.
- Work closely with the Chief Executive, Senior Leadership Team (SLT) and Heads, providing expert guidance on people matters.
- Work closely with MDUK's external Legal and Employment Law advisors on specific issues and general HR legislative changes / updates.
- Ensure the HR policies and procedures and the Staff Handbook are up to date and take into account changes in legislation, external benchmarks and good HR practice.
- Work directly with an external Payroll provider and deliver agreed support to the Finance Department to ensure an accurate and efficient Payroll and pension service and reporting are provided.
- Manage the complete benefits portfolio
- Manage the HR database.
- Governance: prepare annual and ad hoc reports for the Finance Committee and Senior Team Meetings
- Undertake any additional activities as required to support the Chief Executive, SLT, colleagues or Trustees
- To keep professionally up to date and undertake appropriate CPD in relation to job responsibilities
- To develop and maintain productive and positive relationships with all key partners
- To undertake any other reasonable tasks requested by the Chief Executive and SLT

Values and behaviours

- 1.** A positive attitude and approach that reflect the [charity's values](#).
- 2.** To contribute to the development of the charity.
- 3.** A commitment to and an understanding of disability issues, equal opportunities and diversity.
- 4.** To demonstrate role model behaviour at all times.
- 5.** Hands on approach and willingness to operate at both operational and strategic level.

Education	
Level 3 or Level 5 CIPD qualified	Essential
Experience	
Strong knowledge and understanding of UK employment law and best practices, and the ability to apply them in a practical and pragmatic way	Essential
Demonstrable experience of developing and implementing people strategies and policies that support organisational objectives and development	Essential
Experience working in a generalist HR / People team, advising and supporting managers at all levels.	Essential
Experience of managing an HR budget	Desirable
Experience in specialist areas e.g. EDI, Wellbeing, L&D	Desirable
Skills	
Good negotiating skills	Essential
Ability to influence and persuade decision makers	Essential
Ability to build and maintain excellent working relationships and provide first class internal customer service	Essential
Excellent administrative skills including prioritising, planning and project management skills	Essential
Ability to use a computerised HR system, including payroll	Essential
Personal qualities	
Able to give clear, direct advice on HR matters with sensitivity	Essential
Planning - The ability to develop and implement clear and robust plans for self and others to follow.	Essential
Leadership - The ability to set instructions whilst empowering others to accomplish tasks. Demonstrates flexibility by adopting a management style to the given situation.	Essential
Organisational skills - The ability to manage own time and tasks effectively. Taking an approach that is results orientated and systematic making you personally effective in managing own workload.	Essential
Ownership and accountability - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way.	Essential
Team work - Strong interpersonal skills and ability to build effective working relationships	Essential
Communication - The ability to represent Muscular Dystrophy UK effectively and professionally. Produces clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with	Essential

brand guidelines.	
Self Development - The ability to constantly challenge and improve self and others demonstrating ambition for self and charity to achieve goals.	Essential
Details	
Hours – 35 per week	