

Job Description

Senior People Manager

****This is a newly created post****

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

This is a new post being created within the Finance & Corporate Services team as a result of recent growth, and positioned within our Senior Management team, heading up the People function for Cyrenians - comprising Learning & Development, Human Resources and Volunteering support for the entire organisation. The key focus of this role is in Learning and Development, with significant skills already existing within the team across Human Resources and Volunteering Support.

The post holder will, with the direction and support of the Director of Finance & Corporate Services (DoFCS), carry out all tasks and responsibilities of the post as detailed below in a legally compliant and professional manner, and in line with our values.

This role requires proven and demonstrable competence in a learning & Development role, with the ability to manage and prioritise a range of HR responsibilities.

2 Tasks and Responsibilities

The post holder will:

Develop and lead the People function for the entire organisation. In collaboration with the DoFCS, HR Manager and the Senior Planning & Development Manager, identify, prioritise, implement and deliver strategies on:

- **Learning and Development:** Identify and implement strategic organisational learning & development needs to drive change and effectiveness and embed our values. Develop continuous learning within the organisation. Establish internal and develop external mentor/coaching programme and advise and coach line managers on the role they play in the development of their team members. Pro-actively support the development of new line managers.
- **Reward & Benefits:** Ensure a fair and consistent approach to reward & benefits across the reward framework and support the job evaluation and benchmarking process. Point of contact for all staff with regards to reward and benefits
- **Performance Management:** Support Line managers to own and embed objective setting and performance management through the Annual Learning and Development and regular 1-1 processes to ensure maximum benefit from it.
- **Talent Management:** Develop and implement an approach to succession planning and pro-active talent management. Collaborate with hiring managers to ensure that all vacancies are managed effectively from assessing requirements, to advertisement, offer, and on-boarding process. Ensure diversity and inclusion is at the heart of every talent decision.
- **Engagement:** Ensure minimal employee relations issues to maximise engagement levels. Advise and coach managers on workplace/HR issues and ensure policies and procedures are followed. Continually keep abreast of employment law changes and consider the impact on policies. Lead the employee survey effort, ensuring results are cascaded and teams are engaged in the development of action plans.
- **Technology, data, metrics:** Leverage and evolve HR systems ensuring appropriate GDPR compliance. Analyse data and insight to report and highlight key trends and what these may mean for the organisation (i.e. engagement, attrition, diversity)

In line with our standard approach for all members of the Senior Management Team, the postholder will also:

Deliver strategic objectives in line with responsibilities above:

- Directed by the DoFCS, bridge the gap between strategic and operational, ensuring operational objectives of our annual plan align to the longer-term vision of the organisation
- Lead on the annual planning process for the People Function

Provide strong leadership:

- Provide strong strategic leadership and direction for areas of responsibility
- Demonstrate Cyrenians values in all aspects of the role
- Proactively review current HR processes and promote a culture of continuous improvement within area of responsibility
- Supported by Director of Services, ensure clarity of objectives and outcomes by connecting the strategic to the operational
- Be a major contributor, as a member of the Senior Management Team, to the wellbeing and progress of the charity, promoting its vision and personifying Cyrenians values

Manage/support people - promoting Learning & development:

- Lead, manage and develop staff within post remit (currently 1 direct report: HR Manager, and a team of 3 staff overall) to achieve excellence in all areas of performance, adhering to relevant HR policies and procedures
 - Ensure staff within the team have the skills and learning opportunities to be highly effective in their roles and the opportunity to develop
 - Participate in learning and training
 - Ensure excellent relationships amongst staff team, supporting, coaching and developing team members

Manage risk, including Health & Safety & Data Protection compliance:

- Ensure legal and regulatory compliance across remit, overseeing the development of service risk register and working with manager to manage this effectively
- Ensure clear, and regularly reviewed, business continuity plans are in place across areas of responsibility
- Contribute expertise to the review and development of organizational policy and procedure
- Responsible for People function budget, ensuring effective budget management across area of responsibility
- Data Protection/GDPR and Health & Safety – directed by the DoFCS:
 - responsible for ensuring compliance with policies and procedures, and able to evidence compliance
 - ensure services within area of responsibility, and staff team, understand requirements and assume delegated responsibilities

Measure and value:

- Ensure that relevant People data is captured which supports management and impact reporting

Support Internal Communications:

- Contribute to the shaping and delivery of internal communications
- Ensure that key messages are cascaded through the organisation

3 Person Specification

Knowledge, skills and experience	
Minimum of 5-7 years relevant demonstrable experience in a senior people role with learning & development focus	Essential
CIPD qualified	Desirable
Solid knowledge of all areas of HR and HR best practice	Essential
Computer literate and highly competent in the use of Microsoft Office programmes (such as Excel and Word)	Essential
Experience in organisational development activity	Essential
Experience of a similarly diverse role	Desirable
Ability to think strategically and deliver operationally	Essential
Excellent communicator with an ability to adapt communication style for audience. Adept at stakeholder management.	Essential
Values & attributes	
Approachable, enthusiastic, proactive, resilient	Essential
Reliable, practical, highly organised and methodical	Essential
Motivated to succeed and perform to a high standard and develop HR career	Essential
Professional attitude and practice	Essential
Ability to manage a varied workload, and prioritise to meet competing deadlines	Essential
Ability to maintain high standard of confidentiality	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Appreciation for impact of Cyrenians work and desire to work in Third Sector	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Director of Finance & Corporate Services

<u>Liaison with:</u>	Finance & Corporate Services Team, Senior Management Team and wider cross-organisational Services and Enterprises
<u>Workplace:</u>	To be agreed within East of Scotland; blended working an option
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays
<u>Salary:</u>	£39,219 – £44,251 per annum (scale points 40 to 45).
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Status:</u>	Permanent
<u>Disclosure:</u>	PVG scheme membership not required

5 Application deadline and Interview dates

<u>Closing date:</u>	12:00 noon on Monday 14 th June 2021
<u>Interview date:</u>	Thursday 24 th June 2021
<u>Stage 2 date:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at www.cyrenians.scot