



JOB DESCRIPTION

Job Title:	Head of HR and People Development
Responsible to:	Chief Operating Officer
Responsible for:	HR Team: direct report – HR Officers
Hours:	37 hours per week
Salary:	Grade E: Starting salary is £37,874 per annum. The band goes up to £42,330 per annum, however, this is dependent on annual performance reviews.
Benefits:	<p>Oasis Community Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.</p> <p>Oasis Community Housing life assurance policy, is open to all staff who earn in excess of £6000 per annum.</p> <p>25 days Annual Leave, plus Bank Holidays increasing to reflect length of service.</p>

Job Purpose:

The Head of HR and People Development is a member of the Senior Leadership Team of the charity and will lead the operational running of the HR and admin functions in Oasis Community Housing to deliver a high-quality service to the rest of the organisation. The role will support the Chief Operating Officer in building and strengthening HR systems and people development to ensure they are fit for purpose and by ensuring appropriate analysis is provided to support the next stage of Oasis Community Housing's growth. The role will assist and support all managers in Human Resource and People activities across the organisation, update the policies and procedures for Oasis Community Housing in relation to People Resourcing and Management and ensure that OCH complies with all relevant legislation including the General Data Protection Regulation.

Organisation Context:

Oasis Community Housing (OCH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Community Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, community development, and campaigning

against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the job description and will be clearly stated in the job advert.

OCH is a growing charity, with its Central Office in Gateshead, Tyne and Wear, and this post is located in Central Office.

Duties and Responsibilities:

The Head of HR and People Development will provide a lead in HR activities across the charity. The Head of HR and People Development leads the HR Team to ensure timely, accurate and informative delivery of external and internal reports, including annual statutory reporting and KPI's to staff, the Senior Leadership Team and the Board of Trustees.

- Provide operational HR support to the organisation centrally, providing a business partnership approach in working with managers nationally to meet their aims and objectives.
- Lead the team in ensuring OCH is fully compliant with all statutory and legal requirements in relation to HR and Data Protection.
- With the Chief Operating Officer, manage key external relationships including those with HMRC, legal advisors, tax authorities and technology providers.
- Promote workforce development practices ensuring these practices are reviewed and updated as required including recruitment, induction, supervision, appraisal and training.
- Providing guidance and information to Line Managers on HR issues.
- Work collaboratively on employee relations issues, reports and cases (absence, disciplinary, investigations, grievances/complaints; TUPE, consultation meetings) in line with the ethos of the charity.
- Oversee the company's payroll.
- Ensure compliance with regulatory requirements including to Act as the Data Processing Officer for the organisation and ensuring GDPR compliance.
- Maintain an excellent relationship with Oasis Charitable Trust's HR department, ensuring productive working relationships.
- To deliver a strategic business partnering service to support increased retention and recruitment across the team's services through agreed plans and projects.
- Ensure roles are job evaluated appropriately and all staff have appropriate employment documentation in place.
- Maintain an accurate HR database and records relating to employees including salaries, holidays, flexi, absence, performance reviews and any other HR records required.
- Produce reports and key performance indicators to measure effectiveness of HR policy and practice (e.g. sickness absence, recruitment, and retention).
- Provide necessary reports for Chief Operating Officer and for relevant committee/Board meetings and other Executive members.
- Develop appropriate employee engagement campaigns including Wellbeing.
- Promoting the values and culture of the business at all times.
- Promoting and ensuring diversity and equality.
- Any other duties as reasonably required by the Chief Operating Officer.

Head of HR and People Development

General:

- To work in a flexible manner, taking initiative and prioritising the needs of the organisation
- To attend regular supervision sessions with your line manager
- To attend relevant training sessions as required by the role / your line manager.
- To actively participate in the wider life of Oasis Community Housing
- Any other reasonable duties as required by the Chief Operating Officer

Scope and Limits of Authority:

The post holder is responsible for the management of the HR team and providing support to the wider organisation on HR issues, as well as ensuring Data Protection (GDPR) legislation is adhered to.

The post holder is expected to play a key role in the development of organisational strategy as a member of the Strategic Leadership Team, and to participate in leading Oasis Community Housing staff training, conferences, and events.

Personal Specification/Key Competencies:**Qualifications:**

- Relevant professional qualification (CIPD level 5 minimum) or working towards it (Essential)
- Graduate in HR Management (Desirable)
- Chartered Member or Associate member of CIPD (Desirable)

Experience:

- At least two years' experience managing an HR team/function (Essential)
- Understanding of HR functions within an organisation (Essential)
- Experience of working within a growing organisation and used to managing change (Desirable)
- Experience of being part of a senior leadership team in a fast-paced organisation (Desirable)

Skills, Knowledge & Aptitude:

- Excellent leadership skills with the ability to develop and motivate others to succeed (Essential)
- Up to date knowledge of HR legislation/best practice (Essential)
- Ability to influence at a senior management level (Desirable)
- Excellent inter-personal skills (Essential)
- Highly discrete and confidential (Essential)
- Knowledge of Data Protection (GDPR) legislation requirements (Essential)
- Good IT skills and ability to ensure payroll and HR software is appropriate and effective to the business needs (Essential)
- Excellent planning, organisational and time management skills, able to work well under pressure both proactively and reactively and prioritise a challenging workload. (Essential)

Motivation:

- There is an Occupational Requirement for the post-holder to be a practising Christian (Essential) as per exemptions in The Equality Act 2010 (Schedule 9)
- Flexibility to travel to London occasionally (Essential)
- Be committed and enthusiastic (Essential)