



POSITION PROFILE

Group Head of HR



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James Jones & Sons Ltd is a fifth generation, family owned and managed company and is one of the UK's most diversified and successful timber processors. The company has annual sales of £230 million, operating from 27 sites in the UK and employing more than 1200 personnel. Its principal activities are sawmilling, timber harvesting and the manufacture of pallets and engineered wood products. It has benefitted from having a stable leadership team which has balanced prudence with ambition. The company has committed more than £60 million in capital expenditure over the last five years alone and continues to invest in the business.

The Group's five sawmill sites have the most modern software and hardware, in addition to innovative technologies. The flagship site at Lockerbie is considered to be one of Europe's most modern facilities. The sawmills produce a wide range of sawn timber products selling directly to the UK's national and regional timber merchants. The Group sawmill division has further ambitious expansion plans with additional land areas having been purchased, and due diligence on new manufacturing capacities are well advanced.

The Group's Timber Systems Division, based in Forres, was recently commissioning a new £8.5 million manufacturing line designed to substantially increase its JJI-Joist production. This Division sells JJI-Joists through a national network of distributors, and the product is specified by the majority of the UK's largest national and regional house builders.

The Group's Pallet & Packaging Division operates from 14 sites across the UK and is a leading manufacturer of new pallets, as well as operating pallet inspection and repair sites for all the main pallet pool companies (Chep, LPR and IPP Logipal). A number of new ventures are being rolled out in this sector, and new sites are being opened to maintain market share and presence.

The company has diversified into forestry and land acquisitions, and renewable energy funds, and it also has an equity stake in Scottish Woodlands Ltd, the UK's leading forestry management and timber harvesting company. Scottish Woodlands turnover in 2018 was £92 million, and James Jones & Sons Ltd has two Board seats on the holding company.





Job Title:	Group Head of HR
Reports to:	Joint Managing Directors
Location:	Larbert, with availability to travel between sites

Position Overview

As a member of the Senior Management team, the Group Head of HR will lead the entire HR function across the group, currently employing 1220 employees over 27 sites. The role will require an individual adept in defining, developing and implementing HR strategy, policies, practices and procedures to support the business' strategic objectives.

It will be important to ultimately position the HR function internally within the organisation ensuring that HR is viewed as a true partner to the business. It is anticipated that this would also include developing effective relationships with all internal 'customers', empowering operational managers and increasing the level of accountability in terms of outcomes delivered.

Snapshot of Role Impact:

- A strategic HR partner who can support the joint MDs in the navigation of core people matters and challenges
- Creation of people strategies and development of solutions to help deliver against strategy
- Creation of robust people practices such as restructures, retention strategies and succession planning
- Establishment and implementation of a sustainable training and development plan, with attention placed on ensuring regular flow of future talent
- Successful design and evolution of a reward programme
- Increased commitment to D&I initiatives across all functions/areas of the business
- Influencing and building relationships with people around the business across all functions, particularly operations/general management
- A continued focused on collaboration and engagement to positively impact the culture of the business and its long-term results
- Evolvement of HR function to positively question, challenge and coach key stakeholders to help improve business efficiency and get to the root cause of people and business issues
- Effective flow of communication across the business to support and deliver against its people strategy



Key responsibilities include:

- Develop a structure and leadership within the HR function to ensure we are supporting the business' strategy on:
 - Recruitment and retention
 - Training, coaching, mentoring and development
 - Talent and performance management
 - Succession planning
- Ensure full legal compliance across all aspects of HR, including updates to Handbooks, contracts of employments, Health monitoring, etc.
- Work closely with the Finance team to ensure we are in full legal compliance with payroll and expenses policies and practices are fit for purpose
- Identify key metrics that will monitor our HR performance and identify issues or areas of opportunity. Provide regular reports back to Main Board
- Operate within the senior management team, engaging and driving changes where required, ensuring HR function is supporting business needs across all operational areas. Adapt and implement changes in response to business needs
- Develop relationships with outside organisations to foster our policies on recruitment. This will include wider industry engagement to attract young people into the sector
- An engaging, solutions-focused and experience HR professional is essential. Stakeholder relationship building will be critical, both internally and externally.

Essential attributes:

- Excellent technical human resources skills preferably with a CIPD or equivalent qualification
- Experience in incremental change management and the ability to bring people on the journey
- Prior experience within an industrial manufacturing/engineering environment is preferred
- Ability to drive financial and operational improvements and experience driving improvements across HR reporting
- Previous accountability for creation of policy and strategy – and the subsequent implementation of action plans
- A self-starter, able to take the initiative and push projects forward but also highly consultative and comfortable working closely with senior management
- The maturity, credibility and well-developed interpersonal skills to form relationships with a wide range of staff
- Persuasion, tact and diplomacy - demonstrating to management that the role is to assist and advise
- Gravitas and integrity – prepared to express honest views and opinion
- Excellent written and verbal communication skills
- Extremely high attention to detail and ability to drive accuracy to tight deadlines



Desirable:

- A good understanding of the nuances and considerations that come with working in, and being part of a leadership team in a family business
- Direct experience of managing training and employee development and compensation/reward schemes
- Experience of implementing an HR system would be an advantage





Senior remuneration package including an industry competitive salary, agreed bonus targets and full corporate benefits.



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The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James.

Interested candidates should contact Sophie Randles of Livingston James in the first instance.

Initial interviews will be held with Livingston James.

Next steps will involve meeting with key stakeholders on the James Jones & Sons Ltd Board. Details of this process will be provided to successful candidates.