



POSITION PROFILE

Head of People and Culture



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Dear Applicant,

Thank you for your interest in becoming our new Head of People and Culture.

Reporting to me, you will be joining Children 1st at an exciting time as we play our part to support Scotland's children and families to recover from the impact of the Covid 19 pandemic and navigate the current challenging economic climate which is putting pressure on families across Scotland.

We are a dynamic charity focused on leading transformational change for children so that they stay safe, happy and well in their own families and communities. That means we work tirelessly in campaigning, influencing and direct support to help families overcome all the challenges they face.

Our Head of People and Culture is a new role, created to reflect the importance of an engaged and committed staff team and a culture of ***inclusion, respect and collaboration***. As we begin to emerge from the Covid pandemic there is the need for a strong people leader who will be able to work alongside the Executive team to deliver our vision to embrace new ways of working.

We are looking for our people team to become a strategic, solutions-focused, high-performing and collaborative partner that directly supports the delivery of the organisation's strategic aims and promotes Children 1st as an 'employer of choice'.

If you share our passion and vision for a happy, healthy, safe and secure childhood for every **child** and young person in Scotland we would be delighted to receive an application from you.



Lesley-Anne Junner
Director of Finance and Corporate Services



Children 1st is Scotland's National Children's Charity. Since 1884, the safety and wellbeing of children has been at the heart of everything we do.

We are driven by our purpose to protect children and uphold their right to be safe from harm. When the worst happens, we support survivors of abuse, neglect, and other traumatic events in childhood to recover.

Through our local and national services and in communities across Scotland, we work tirelessly to keep children in safe, loving families within strong communities by offering practical, emotional and financial help. We help Scotland to put children first by tirelessly campaigning to transform the systems that support them.

At Children 1st, we are ruthless in our pursuit to make the best possible difference to the lives of Scotland's most challenged children, young people and their families. We are proud of our culture and values, and we talk a lot about the "Children 1st way". This means:

- Relationships are at the heart of everything we do – we value connection, trust and collaboration
- We are courageous – we support and challenge everyone to put children first
- We are compassionate – we respect and treat people with dignity and kindness
- We make things happen – we are ambitious for change and transformation
- We are leading – we innovate and share our learning to make Scotland the best place in the world for children to grow up

Why would you want to work with us at Children 1st ?

People choose to come and work with us at Children 1st for a variety of reasons. They may know about our amazing work alongside children and families, they may have seen the way we have successfully influenced policy and legislation or they might even have taken part in some of our great fundraising campaigns. Our clear purpose, amazing people, strong culture, and values mean we achieve great things for children.

Our values and vision have not come about by coincidence. They start from us being clear about our "why": keeping children safe in their own families and communities. Our rich history of 135 years means that we have a very strong sense of purpose. We have pride in our heritage, but this doesn't make us traditional or dull! Rather, all of this experience gives us confidence in everything we do.

We are a good size but not too big. This means that we are well-connected to each other and everyone here is in touch with the children and families that we work alongside. We are big enough to get things done, to make a difference and to transform the lives of Scotland's children. Our shared sense of purpose means that every colleague and volunteer in our team makes a difference for the children we support. Whether it's in our service, IT, finance, or people and culture teams – everybody contributes. It's simple for us: if we do right by children, we do right by Children 1st .



Diversity and Inclusion:

We seek to tackle all forms of discrimination, including on the basis of ethnic origin, sexual orientation, gender and disability, both internally and externally. However, we recognise that we are not yet as fully representative as we want to be and we are challenging ourselves as an organisation every day in our accessibility, our language and our ingrained and unconscious bias. In doing so we find the words of Maya Angelou helpful: 'We are seeking to know better so we can do better.'

More information can be found at: <https://www.children1st.org.uk/>





Job Title:	Head of People and Culture
Location:	Edinburgh or Glasgow
Reports to:	Director of Finance and Corporate Services

Children 1st , along with partners, share a determination to act upon the recommendations from The Independent Care Review and deliver The Promise to children and young people. To do so, we have been transforming the services we provide enabling us to support children and families more effectively. To do this well, we need to transform how we support our colleagues to do the best work of their lives.

As our People and Culture Leader, you will be responsible for developing and implementing the vision to transform our HR department to be a strategic, solutions-focused, high-performing, and collaborative partner that directly supports the delivery of the organisation's strategic aims and promotes Children 1st as an 'employer of choice'.

Demonstrating commitment to Children 1st's vision, mission and values, key priorities of the role will include:

- Driving and consistently embedding a positive culture, and supporting behavioural framework, across the organisation, built upon the values of Respect, Integrity, Participation and Excellence
- Development and ongoing evaluation of a new People strategy, ensuring it continues to be effective and fit for purpose in delivering the organisation's key strategic objectives
- Providing both strategic leadership and operational management to the People & Culture team, promoting best practice and ensuring the function adds value across the whole organisation
- Development and implementation of effective HR management information, including metrics development and performance reporting to directly contribute to the overall performance management of the organisation.
- Leading in the development, delivery and evaluation of an employee wellbeing strategy that promotes Children 1st as an 'employer of choice'
- Developing innovative approaches to ensure continuous improvement and quality processes and systems development for all HR activities through creative problem-solving and bringing new thinking and solutions to the organisation
- Ensuring the active promotion of equality, diversity and inclusion across the organisation and ultimately an environment where everyone is treated with courtesy and respect



Key Responsibilities:

- Manage, support and motivate the People and Culture team to consistently deliver high standards of performance and effectiveness, ensuring agreed objectives and plans are met
- Ensure an effective and efficient application of the following processes:
 - Administration of employee records, including systems for recording employees' information and processing payroll payments, as well as providing management information and reports
 - Recruitment, selection (ensuring staffing levels do not exceed budget or authorised levels) and induction
 - Performance appraisals, staff training and development planning, including sourcing, delivery, recording and evaluation of training where required
 - Absence management, disciplinary and grievance; directly undertaking complex HR casework
- Champion HR best practice to influence key business decisions to ensure effective management of employees including training of managers in HR policy and practice as well as the evaluation and development of best practice to embrace diversity in the workforce governance
- Continually review and update HR policies, procedures and systems to ensure efficient and consistent services which are compliant with good management practice and legislation, and meet the changing needs of the organisation
- Ensure the timely and accurate provision of HR advice and support to managers on policies, procedures and practices to ensure adherence to contractual arrangements, legal compliance, good employment practice and consistency of approach
- Lead and deliver a pro-active employee relations service providing analysis, advice and support to the Executive Leadership team and managers on complex employee relations cases, effective case management and undertake/oversee investigatory meetings, hearings and appeals (e.g. disciplinary/ grievance/ absence) as required
- Ensure that effective HR governance is in place for management information, data security, systems integrity, business planning, risk management and business continuity planning
- Promote the health, safety and welfare of employees, ensuring that the organisation's health and safety policies, procedures and practice and legislative requirements are met across the People and Culture team





We are looking for someone who has experience of transforming HR and has the appetite to do that again, in the right way, for Children 1st .

Personal Attributes:

- Brings a deep level of experience in leading People and Culture teams in times of change
- Can think strategically and operate tactically at the same time
- Likes structure and process yet can work flexibly and creatively
- Is proactive and can understand and adapt to the landscape
- Inspires and brings others with them on the transformation journey
- Will be a strong partner who problem-solves with leaders, providing them with guidance and support, to always do the right thing
- Is kind, courageous, and will bring their whole self to the role – heart and mind

Skills and Experience:

- Direct experience of leading a high-performing HR function or team
- Relevant experience gained across the full Human Resources and Organisational Development portfolio including involvement in the development of an effective People strategy
- Experience of developing, implementing and managing customer and delivery-focused strategies for HR issues
- Detailed up-to-date knowledge and understanding of employment legislation and HR good practice with ability to develop and implement robust people management policies and procedures
- Experience of developing HR management information, including metrics development and performance reporting, which contributes to the overall performance management of the organisation
- The ability to develop strategies and policies, translate into operational actions and articulate good HR practice in a jargon-free and accessible way
- Successful partnership working, specifically the ability to effectively engage with and manage relationships with a wide range of internal and external stakeholders
- Demonstrable commitment to the promotion of equality and diversity in both employment and service delivery, demonstrating personal leadership
- Excellent planning and organisational skills coupled with the ability to manage complex projects
- The ability to provide positive and constructive challenge



Remuneration:

Salary:	£43,863 - £50,227
Holidays:	40 days (inclusive of 9 Public Holidays)
Pension:	Contributory Pension Scheme Children 1 st contributes up to 8% of salary

The Recruitment Process:

The search and selection process of this assignment is being managed by advising consultant, Douglas Adam, Director at Livingston James.

Interested candidates should provide a tailored CV and covering letter, outlining your suitability and motivation for applying to **douglasadam@livingstonjames.com**.

All third-party applications, enquiries and direct approaches to Children 1st will be referred to Livingston James.

