

Job Description

Job title	Head of HR
Reports to	Chief Operating Officer
Grade	5
Directorate	Business Services
Term	Permanent

Job purpose

- To be responsible for ensuring UK Anti-Doping's (UKAD) human resources (employees and workers) are effectively managed and developed within a high-performance culture, to best achieve business strategy
- To maintain and develop a centralised HR function responsible for the delivery of UKAD's HR strategy
- To provide proactive, consistent, people management support, advice and direction to managers on HR policy, procedure, best practice, employment legislation and rewards and benefits

Job facts and figures

- Working with a defined HR budget authorised by the Director of Finance currently approx. £58k pa with approx. 60 office staff and 250 field workers
- Responsible for the management, development and motivation of the HR Officer, HR Administrative Assistant and Payroll and HR Assistant
- Operational decision-making responsibility on allocated projects

Key result areas

Recruitment

- Responsible for the development and implementation of a recruitment and retention plan for UKAD's employees and workforce
- Responsible for the management of all aspects of staff and workforce recruitment, contractual changes and leaver process, supported by the HR Officer and HR Administrative Assistant

Learning & Development

- Facilitate the Performance Development Plan (PDP) process to support line managers in completing annual performance reviews for all staff including 360° feedback. Some training may need to be arranged for new line managers

leading PDPs for the first time. The PDP process also needs to be supported by a complete set of staff job descriptions held as HR records. Where appropriate, job description evaluations should to be arranged

- Develop UKAD's Learning and Development Programme to ensure employees are sufficiently skilled in order to deliver the business plan, including conducting organisational skills-based audits
- Manage the training and mentoring programmes for Doping Control Personnel (DCP) and National Trainers to ensure that the accreditation and assessment of DCP and Educator resource are to the highest standard, minimising the exposure of risk to the organisation
- Analysing training needs in conjunction with departmental managers

Performance management, business delivery and reporting

- Development and implementation of the workforce plan to support UKAD's business strategy, including organisational development and change processes
- Contribute to the Doping Control Observer group (LSG) to ensure the DCP are appropriately skilled and performance managed
- Performance manage employees/workers against their employment contracts/workers agreements to minimising risk to the business
- Develop HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels
- Carry out regular audits and quality checks on performance reviews to ensure quality and consistency
- Manage the production of management information; monitor, analyse and interpret data to proactively assist managers in decision-making and action planning
- Provide reports and information for the Remuneration and Human Resources Committee, Quarterly Business Review and Board
- Ensure that UKAD carries out accurate and timely statutory and government reporting

Staff & workforce engagement

- Conduct annual staff and worker surveys to monitor and influence levels of staff/workforce engagement
- Consult with staff/workforce on key policy areas and HR practices which affect them
- Act as internal facilitator and mediator as required
- Manage UKAD's Investors in People status and action plan

Employment law and compliance

- Maintain and update UKAD's Staff Handbook and policies and procedures, ensuring that it is compliant with best practice and employment legislation; brief

managers on key employment policies and practices and overseeing compliance with them

- Provide pragmatic and consistent advice and guidance to managers on disciplinary, grievance, attendance and performance issues; interpret and advise on employment legislation
- Promote equality and diversity as part of the culture of the organisation; development of UKAD's equality and diversity framework
- Ensure compliance with data protection legislation in relation to staff/worker records
- Manage the organisation's HR risks and quality management processes
- Drive continuous improvement in the provision of HR support, identifying improvement opportunities including increased use of digital tools

Reward

- Oversee accurate staff payroll changes (working in conjunction with the Finance and Payroll Officer), and HR and Payroll data is accurately analysed and reported to auditors
- Be jointly responsible, with the Finance Manager, for authorising the monthly payroll, and take specific responsibility for ensuring changes are made in accordance with the contractual and statutory framework, with documented authorisation from the budget holder to be held on the employee record.
- Be responsible for the development and implementation of a reward policy and systems including the management of the job evaluation processes and the annual pay remit
- Act as system administrator including management and development of Select HR database and employee self-service tool
- Oversee the absence management process ensuring that leaves of absence, sickness and annual leave are accurately recorded
- Manage HR external supplier relationships including out placement providers, Childcare, Eye care and Bike scheme providers

Staff Welfare

- Manage and oversee wellbeing initiatives and activities for staff
- Act as UKAD's Mental Health First Aider and provide advice where necessary on UKAD's Mental Health and Wellbeing and Stress Management Policies
- Manage HR external supplier relationships with occupational Health provider – Co-Health and Employee Assistance Programme – Empathy,

Key internal and external contacts

- UKAD Staff
- UKAD Chief Executive, Chief Operating Officer and Directors
- UKAD Board

- Remuneration and Human Resources Committee
- Logistics Support Group (LSG)
- Doping Control Personnel and National Trainers
- Office of National Statistics
- Service providers and consultants
- Staff in National Governing Bodies
- Colleagues at NADOs
- Partner organisations
- Contacts appropriate to projects

Person specification

Qualifications/experience/knowledge

- A bachelor's degree in a relevant field, ideally in business management or human resources
- Desirably CIPD qualified with active Associate or Chartered membership
- Demonstrable experience working at a senior level with a proven background in developing and implementing HR policies and procedures, ideally in sport or the public sector
- Well-developed Human Resources and line management skills, including establishing relationships with relevant partners and stakeholders
- Demonstrable experience in providing consistent and accurate HR advice and guidance
- Experience of job evaluation
- Demonstrable knowledge of UK employment legislation
- LGPS pension scheme experience advantageous

Skills

- Ability to build and sustain relationships with a network of key people internally and externally
- A passion for the human resources function and service delivery with a creative approach to work; the ability to develop innovative solutions and use initiative in problem solving
- Excellent interpersonal, negotiation and communication skills
- Excellent team-working skills
- Proven experience in supporting a team or organisation through a period of change
- Strong organisational and prioritising skills and the ability to handle a variety of tasks simultaneously (combining hands-on and managerial work)
- Ability to work in a fast-paced, unpredictable and demanding environment with shifting priorities
- A strong commitment to, and understanding of, equality and diversity issues
- Demonstrable people management experience

- Good working knowledge of HR systems, MS Office, including proficient use of Excel and reporting
- Commitment to supporting UKAD's values and its Equal Opportunities Policy

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with International colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation