

JOB DESCRIPTION

PEOPLE & CULTURE LEADER

Reporting to:	Chief Executive
Responsible for:	Communications Officer Leadership Assistant
Working closely with:	Leadership Team
Location:	Zealley House, Kingsteignton

PURPOSE STATEMENT

Support the growth and success of the organisation by delivering people and culture strategies aligned to our vision and values.

DUTIES INCLUDE:

Leadership

1. To be the organisation's lead on people and culture issues, providing support and advice to help the Leadership Team create and maintain a positive working environment with high morale, engagement and productivity.
2. To be jointly responsible for the strategic direction and development of the organisation, attending and contributing at all leadership team and board meetings, and communicating the strategic vision to other staff.
3. To support the effective management of the organisations resources by ensuring that relevant projects and initiatives remain within agreed budgets, and by developing and promoting efficient and cost- effective solutions.

People & Culture Strategy

4. Implement a strategy that safeguards the organisational culture, aligning key people and processes to the organisation's vision and values, and informs strategic planning and decision making.
5. Design and implement strategies that support the successful recruitment, onboarding, and retention of high-quality staff, including a talent review process which creates robust succession planning and evolves the organisational structure.
6. Oversee a consistent and effective performance management approach, aligning objectives, competencies and behaviours to organisational vision and values.
7. Implement training and development programs that: improve staff skills and leadership competencies, meet regulatory and compliance needs, and supports succession planning.

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8. Develop staff pay and benefits policies which strengthen and support effective staff recruitment, retention, motivation, performance and career development.
9. Implement a consistent approach to self-managing teams and peer support so that staff can take on greater responsibility for decision making and the services delivered.
10. Ensure that the organisation's people and culture policies are kept up-to-date, reflecting any developments and changes in employment legislation.

Wellbeing Strategy

11. Implement a wellbeing strategy that supports staff to be happier and healthier at work, leading to more resilient, engaged and productive staff.
12. Utilise long-term positive and preventative approaches to health that holistically considers both physical and mental wellbeing, reducing the use of sick leave.
13. Ensure that staff are better supported through illness and have a more successful return to work, and that external services like occupational health are utilised positively.

Community & Environment Strategy

14. Design and implement a Community and environment strategy that ensures the organisation makes a positive impact on the world around us.
15. Develop strategies that encourage and incentivises staff and SLSW Carers to donate their time, skills and experience to social, environmental or community issues/projects.
16. Introduce a system that records and monitors the environmental impact of the organisation and its activities, then implement programs and strategies to reduce and offset that impact without affecting the quality of the services delivered.

Communications

17. Ensure that the organisation is effectively represented locally, regionally and nationally, supporting the Communications Officer in all marketing and communications activities.
18. Work with the Communications Officer in the ongoing improvement of staff and Carer recruitment, attracting a more diverse range of high-quality candidates for all roles.
19. Implement engaging and inclusive staff communication approaches, including wider use of consultation and staff forums, regular staff updates, and the use of handbooks and other publications and literature.

General duties

20. To keep up to date with relevant policy relevant to Shared Lives and your role.
21. To maintain confidentiality at all times, in line with the confidentiality policy.
22. Any other duties as directed by the line manager that may be appropriate to the post.