

Job Description

Role Title	Group Head of HR
Team	HR Team
Line Manager	Chief Executive Officer (CEO)
New/ Existing Role	New
Perm/ Fixed Term	Permanent
Job Purpose	<p>The purpose of the group Head of HR role is to lead, manage and oversee the effective HR operations of Energy Saving Trust.</p> <p>The Group Head of HR will act as the face of HR for the organisation and will be accountable for planning and executing all HR activities through the HR Team. Has significant responsibility for the implementation of HR strategies to support business objectives and is required to ensure all essential HR functions and infrastructure are in place and effective, providing excellent HR services to the organisation.</p>
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ Budget Responsibilities – up to £750K ▪ People Responsibilities – Yes, two direct reports (Head of People Operations and Head of Business Partnering) ▪ Contractor Responsibilities – Yes
Key Responsibilities	<p>Manages the delivery of the HR Operations and annual HR plan to support key business initiatives. Key responsibilities include:</p> <p>Talent Acquisition and recruitment oversight:</p> <ul style="list-style-type: none"> ▪ Manage the talent acquisition process supporting all Energy Saving Trust business functions which successfully attracts talent to the organisation. Activities to include, job description development, sourcing talent, on-boarding talent and ensuring a positive candidate experience and successful assimilation into the organisation. ▪ Take ownership of effective recruitment process management and provide appropriate support and business partnering to colleagues across the organisation as required. <p>Employee Relations and Engagement:</p> <ul style="list-style-type: none"> ▪ Manage the development, monitoring, updating and communication of HR policies, procedures and guidance

	<p>underpinning Energy Saving Trust values.</p> <ul style="list-style-type: none"> ▪ Maintain ownership and oversight of all documentation and ensure timely review and updating of content and dissemination of company policies, procedures, and guidance. ▪ Ensure all Employee Relations issues (performance, sickness, grievance, leave requirements – sick, maternity, paternity, family) are handled compliantly and in line with EST values. ▪ Accountable for fostering positive employee relations and high levels of employee engagement through effective employee communications underpinned by EST values. <p>Talent Management</p> <ul style="list-style-type: none"> ▪ Manages the annual performance management process. ▪ Coach leaders and employees through the performance management process and ensures all employees receive an annual performance assessment. ▪ Coach managers in providing feedback to employees and supporting them in addressing performance issues/ evaluations and providing feedback to employees. ▪ Accountable for developing succession planning and managing internal talent pool of high potential talent. <p>HR Metrics</p> <ul style="list-style-type: none"> • Provide insightful management information/metrics supporting the Health of the Organization to include Employee turnover, retention, engagement, recruitment, absenteeism, DEI, HR service standards. • Take ownership of regular surveys to assess staff satisfaction including the Best Companies survey and any pulse surveys, and ensure that analysis of results is undertaken, produce the management scorecard and set out plans for responding to feedback. <p>HR systems and supporting infrastructure</p> <ul style="list-style-type: none"> ▪ Take a lead on ensuring that HR systems and processes meet business needs, interact collaboratively with one another, and streamline HR activities for colleagues. ▪ Ensure that all contacts and arrangements with systems and consultancy input is value for money and fit for purpose.
--	--

	<p>Change Management and Business Transformation</p> <ul style="list-style-type: none"> ▪ Plays a key role in supporting change initiatives within the organisation collaborating with the CEO and COO to deliver business critical change programmes. <p>Training and Development</p> <ul style="list-style-type: none"> ▪ Manage systems and process to identify employee training needs. ▪ Build approved vendor list of training providers to deliver development programmes to support Energy Saving Trust business initiatives/employees’ personal development. <p>Diversity & Inclusion</p> <ul style="list-style-type: none"> ▪ Foster and support an inclusive workplace culture where diversity is valued and respected., including ensuring all HR processes incorporate and actively support Energy Saving Trust’s diversity strategy. <p>Budgeting and Cost Control</p> <ul style="list-style-type: none"> ▪ Ensure effective budgeting and cost control of HR Budget.
<p>Knowledge, Skills & Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Ability to manage and motivate teams, delegate tasks, provide feedback, and manage performance. Strong decision-making and problem-solving skills are also essential. • Track record of several years of progressive experience in HR roles and developing a highly effective HR service. • Strong understanding of HR principles, practices, and legislation is essential to include UK employment law, regulations, and compliance requirements, as well as broader HR concepts such as talent management, employee engagement, diversity and inclusion, employee communications, compensation, and benefits. • Possess a solid understanding of EST’s market, and business strategy.

	<ul style="list-style-type: none"> • Ability to effectively prioritise the business needs when designing team workload and undertaking departmental planning. • Ability to align HR strategic plans to support the organisation's overall goals and objectives. Can anticipate future HR needs and trends, developing plans to address them proactively. • Demonstrable experience developing effective relationships with all levels across the organisation from senior leaders to individual contributors. • Excellent communicator with the ability to articulate ideas clearly and persuasively to different audiences, including senior executives, employees, and external stakeholders. This includes written communication skills for drafting policies, reports, and presentations, as well as interpersonal skills for building relationships and resolving conflicts. • Change management: Knowledge of change management principles and practices. Has the ability to assess the impact of change, develop change management plans, and facilitate effective communication and employee engagement throughout the change process. • Ethical and Professional Conduct: Uphold high ethical standards and act with integrity in all aspects of their work.
	<p>Desirable BSc/BA in Human Resources or related field</p> <p>Professional Qualifications CIPD Level 5-7</p> <p>Experience of working in sustainable energy Experience of working in a values driven organisation</p>