

## MCR Pathways People & HR Director Job Description and Person Specification April 2023

### Job Description

	Key Responsibilities
<b>Equity, Diversity &amp; Inclusion (ED&amp;I)</b>	Develop, implement, and monitor ED&I strategies, policies, and practices to ensure a diverse, inclusive, and equitable work environment.
	Provide training and guidance to staff and managers on ED&I best practices, unconscious bias, and cultural competency.
	Develop and drive initiatives to achieve national recognition and awards for excellence in ED&I.
<b>Performance Appraisals</b>	Establish and maintain a comprehensive performance management system that aligns with the organisation's mission, values, and strategic goals.
	Oversee the planning, execution, and evaluation of performance appraisals, providing guidance and support to managers and staff throughout the process.
	Ensure timely and constructive feedback to enhance employee performance, development, and engagement.
<b>Coaching and Developing Management</b>	Assess the current and future leadership needs of the organisation and implement targeted development programmes.
	Provide coaching, mentoring, and support to managers, enabling them to grow as leaders and effectively manage their teams.
	Create and deliver training programs focused on enhancing management skills such as communication, conflict resolution, decision-making, and problem-solving.
<b>General HR Responsibilities</b>	Develop and implement HR policies and procedures that comply with legal requirements and align with organisational values.
	Take a lead role in the development of a continuous learning culture by working with colleagues across the organisation to devise an annual programme of learning and development for all employees.
	Oversee the recruitment, onboarding, and retention of staff, ensuring the organisation attracts and retains top talent.
	Manage employee relations, addressing any conflicts or issues in a timely and fair manner.
<b>Line Management</b>	Circa 4 direct reports
<b>Reports to</b>	Chief Executive Officer

## Person Specification and Personal Qualities

Experience, Skills & Attributes	
<b>Independent and Autonomous Working</b>	Proven ability to work independently with minimal supervision and demonstrate initiative in a fast-paced environment.
	Track record of leadership and ownership of projects and responsibilities, making informed decisions, and managing priorities effectively.
<b>Leadership and People Management</b>	Strong leadership skills with the ability to inspire, mentor, and develop a diverse team.
	Experience in fostering a positive, high-performance, and inclusive culture that aligns with the organisation's mission and values.
	Ability to influence, coach, and develop individuals at all levels of the organisation.
<b>Communication and Interpersonal Skills</b>	Excellent communication skills, both written and verbal, with the ability to adapt communication styles to suit different audiences.
	Strong interpersonal skills with the ability to build and maintain relationships with internal and external stakeholders.
<b>Organisational and Cultural Development</b>	Proven track record in organisational development, including implementing and managing change initiatives.
	Experience in enhancing organisational culture, driving employee engagement, and promoting a strong sense of shared values.
	<b>Desirable:</b> Experience in achieving organisational awards and recognition in relation to ED&I and People Management.
<b>Strategic Thinking and Problem Solving</b>	Ability to think strategically and develop long-term plans that align with the organisation's mission and goals.
	Strong problem-solving skills with the ability to identify and address complex issues in a timely and effective manner.
<b>Expertise in HR</b>	Comprehensive knowledge of HR best practices, including performance management, employment law, recruitment and selection, employee relations, and wellbeing.
	Strong understanding of ED&I principles and safeguarding, with a commitment to promoting diversity and inclusion within the organisation.
	At least 5 years of progressive HR experience, with a minimum of 3 years in a senior leadership role.
	<b>Desirable:</b> Knowledge of Safeguarding / Child Protection.
	<b>Desirable:</b> Experience successfully implementing HR technology and systems to enhance learning and performance
<b>Adaptability and Resilience</b>	Comfortable working in a dynamic, fast-paced environment with rapidly changing demands
	Resilient and adaptable, with the ability to remain focused and effective under pressure.
<b>Qualifications</b>	Degree in Human Resources or a related field
	Professional HR certification (e.g. CIPD, SHRM, or equivalent).
Personal Qualities	
<ol style="list-style-type: none"> <li>1. Passionate about the organisation's mission and the power of HR to enable shared leadership and support an inclusive, high-performance culture.</li> <li>2. Collaborative and team-oriented, with the ability to work effectively with colleagues at all levels of the organisation.</li> <li>3. Empathetic and approachable, with a genuine interest in the wellbeing and development of others.</li> <li>4. High degree of integrity, professionalism, and commitment to ethical standards.</li> <li>5. Committed to continuous learning and professional development, with a focus on staying current with industry trends and best practices.</li> </ol>	

## To apply

To apply, please email [kate.kirton@mcrpathways.org](mailto:kate.kirton@mcrpathways.org) with **Application – People & HR Director** as the subject, attaching your CV (no more than 2 pages) and a supporting statement (no more than 1000 words), explaining your motivations for applying to work at MCR Pathways; and how your experience, skills and attributes would make you a great fit for this pivotal role. Please provide examples of your experience referring to the Person Specification.

Please note: *applications received after the closing date and CVs without a supporting statement will not be accepted.*

## Equity, diversity, and inclusivity statement

We encourage applications from all sections of our community, irrespective of age, disability, sex, gender identity, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. MCR Pathways is an inclusive organisation that reflects our community and where everyone feels empowered to bring their authentic selves to work and fulfil their potential. We believe creativity and innovation thrives when we can harness the benefit of different perspectives.

We are committed to ensuring our recruitment process is inclusive and barrier-free for everyone. This includes making adjustments during the recruitment process and offering a guaranteed interview for people with a disability who meet the essential recruitment criteria. Please let us know how we can meet your needs through reasonable adjustments to the recruitment process by emailing [kate.kirton@mcrpathways.org](mailto:kate.kirton@mcrpathways.org) in confidence to discuss these.