

JOB DESCRIPTION

Job Title	Head of People and Culture
Job Family	Strategy & Corporate Services
Accountable For	None
Reporting To	Managing Director
Main Contacts	Head of Operations, Head of Contracts & Compliance, Head of Marketing and Communications, Finance Business Partner, Line Managers and Supervisors, Employee Forum Representatives, External HR&OD Partners
Hours	40hrs per week
Salary	£43,675
Location	Flexible working, including ability to work from any MyActive site or from home. Travel to all MyActive sites will be essential
Agile	Mixture of agile and home working
Car Driver	Yes
Essential Car User	Yes

MAIN AIMS

- To play a key role in delivering MyActive's core purpose with an unwavering commitment to our shared organisational values and agreed behaviours.
- To provide a comprehensive and professional People and Culture support service to the Senior Leadership Team and Managers and colleagues across MyActive that



MyActive

facilitates the development of proactive people and cultural practices and an engaged and empowered workforce.

- To collaborate proactively with customers, colleagues, and partners, enabling us to be the service provider of choice for the local communities health and wellbeing needs.

KEY RESPONSIBILITIES

Functional

- To enable the continued development and delivery of the MyActive People and Culture Plan.
- To keep abreast of changes in best practice to ensure that MyActive is forward thinking and our practice is leading edge.
- Work collaboratively with Managers across the business to embed performance management principles and equip them with appropriate tools and knowledge to effectively manage their people to support the improvement of business performance and deliver service improvements.
- Play an active part within the people and business planning cycle, providing the human resources input and thinking.
- With the Managing Director, agree targets and KPIs for the People & Culture function providing regular progress reports and management information
- Provide regular and accurate People management information to inform management decisions and to track progress e.g. appraisal compliance, turnover, sickness absence.
- Promote good management and best practice techniques to a designated client base.
- Contribute to the design and development of company policy, guidance notes and HR tool kits, which will streamline HR services and provide managers with the tools, required to manage people issues quickly and effectively and in accordance with company policy and best practice
- Work with our external recruitment and payroll provider to meet customer needs in terms of recruitment, selection and retention processes, issuing of contracts and

2



Alliance
MyActive
Wellbeing Ltd

on behalf of High Peak Borough Council &
Staffordshire Moorlands District Council

MyActive is a trading name of AMW
Company number 15601201

MyActive

delivering of the payroll cycle; ensuring this is delivered to a consistently high standard and in line with agreed KPIs

- Support directly and through the provision of advice and guidance to Managers, a range of casework including but not exclusively, recruitment, attendance management, organisation reviews, discipline and grievance and redundancy ensuring that all paperwork is in order and complete.
- Support the Managing Director with the running of MyActive's Employee Forum creating agendas, reports, taking minutes and actions ensuring there is a continual engagement, dialogue and monitoring of progress against agreed actions and initiatives
- Ensure employee representatives are consulted and kept informed of proposed workforce changes to ensure effective working relationships are maintained.
- Support the Managing Director in providing HR support and advice on managing organisational change.
- Ensure that the support provided is cognisant of current and anticipated employment legislation, contemporary organizational design practices and any risk is identified and managed where appropriate.
- Act as the lead for organisation wide people focused Diversity & Inclusion projects, seeking external support and guidance where needed.
- Promote and drive attendance at training and development events ensuring all line managers are clear regarding their roles and expectations in supporting a culture of continuous learning and development.
- Analyse MyActive's learning and development needs, proposing where learning resources could be focused based on business requirements and long term needs.
- Working with Service Managers and our external Recruitment & Payroll providers, to oversee the compliance of People records ensuring these are accurate, factual and contain key documentation for all employees.

Leadership – Manager Level

- To lead by example, representing the designated business area, providing direction, decision making and effective support to direct reports and contributing to an inclusive workplace culture.



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- To manage a delegated budget, ensuring that the MyActive Financial Procedures are followed for the management of all assets (including people).
- To manage all assigned contracts and SLAs in line with agreed parameters and measures, pro-actively troubleshooting where issues and non-compliance arise
- To manage all resources both pay and non-pay, with a commitment to delivering value for money for the public and MyActive overall.
- To track progress of projects and provide regular management reports and escalation of risks as required.
- Encourage and develop effective teamwork and collaboration across MyActive, and with external partners and stakeholders.
- To role model and embed a culture of continuous learning and improvement
- To provide cover for other managers as required/line management

External Focus

- To undertake policy research, design and development work as required.

General

- Be an ambassador for MyActive and maintain a professional approach at all times
- At all times act in accordance with MyActive Safeguarding Children and Adults at Risk policies and procedures
- To build the MyActive Code of Conduct and values into every-day work and activities on a personal, team and organisational level, regularly referencing Our Code of Conduct to inform and inspire
- To be supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members
- Create and maintain good working relationships with all MyActive colleagues
- To promote and support diversion and inclusion in all activities
- To be aware of and act in accordance with the MyActive environmental sustainability plans and approach at all times

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- To be aware of and act in accordance with MyActive policies and procedures at all times
- Ensure that appropriate standards of Health and Safety provision are in place and implemented to ensure the safety of staff, visitors and the general public

The above is not exhaustive, and the post holder may at any time be asked to undertake any other duties reasonably required



PERSON SPECIFICATION

Head of People and Culture

Essential	Assess by
Knowledge and Qualifications	
<ul style="list-style-type: none"> Graduate membership of the CIPD or equivalent Management experience gained within the field of Human Resources and organisational culture Awareness of current Safeguarding Legislation and Procedures with the ability to work towards attaining a Level 2 qualification within the first six months of appointment Practicable application of Microsoft Office (Word, Excel, Outlook) 	Application Form/Interview/Certificates
Experience	
<ul style="list-style-type: none"> A proven track record of supporting organisations successfully through change initiatives Experience in employee relations in a unionised or employee forum environment Experience of coaching, running workshops and facilitating development events 	Application Form/Interview
Skills and competencies	
<ul style="list-style-type: none"> Good communication skills with the ability to deal effectively with people at all levels 	Application

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<ul style="list-style-type: none"> • Good organisational skills with the ability to prioritise and to manage and meet deadlines. • The ability to develop and maintain working relationships with colleagues, partners and stakeholders • Ability to exercise confidentiality, discretion and sensitivity always. • Good people skills, readiness to take account of advice and argument, coupled with an ability to take and communicate decisions. • Excellent presentation skills with the ability to influence and clearly communicate key messages • Ability to prioritise and ensure that key deliverables are monitored, on target or appropriate action taken if not • Ability to grasp complex issues quickly, and to present a proposal or argument clearly. • Ability to represent MyActive as appropriate, both locally and nationally , acting as an ambassador for MyActive and always maintaining a professional approach. 	Form/Interview/Test
Additional Attributes	
<ul style="list-style-type: none"> • A commitment to supporting the benefits of maintaining good health and wellbeing through sport, physical activity and movement • A proven track record of promoting and supporting diversity and inclusion. • The aptitude to carry out all activities supporting and championing our culture and values. • A commitment to continual professional development. • A current, clean and valid UK driving license 	Application Form/Interview/Certificates