

CHIEF PEOPLE OFFICER / HR DIRECTOR Job Description

[Company Name]

Job Title: Chief People Officer / HR Director

Location: [Location/Remote Options]

Reports to: [CEO or Other Senior Leadership Role]

Employment Type: [Full-Time/Part-Time, Permanent/Contract]

Salary Range: [Insert Salary Range]

About [Company Name]:

[Company Name] is [briefly describe the company, its mission, and core values]. As we scale and deepen our impact, we are seeking a visionary Chief People Officer / HR Director to lead our HR function, foster an inclusive culture, and align our people strategy with our strategic goals.

Role Overview:

The Chief People Officer / HR Director will be responsible for developing and executing the human resources strategy in support of the overall business plan. This role involves leading the HR team, shaping company culture, and implementing people initiatives that drive business performance.

Key Responsibilities:

Strategic HR Leadership:

- Develop and implement HR strategies aligned with the company's objectives to foster business growth.
- Advise senior leadership on all HR-related issues, providing insights on people dynamics, organisational design, and culture.
- Shape and champion a workplace culture that aligns with [Company Name]'s mission, values, and long-term vision.

Employee Engagement and Culture:

- Design initiatives to enhance engagement, motivation, and satisfaction across the workforce.
- Lead diversity, equity, and inclusion (DEI) efforts, cultivating a supportive and representative culture.
- Implement well-being and work-life balance programs to promote a positive work environment.

Compensation and Benefits Strategy:

- Oversee development of competitive compensation and benefits structures that align with the company's goals.
- Implement reward programs to drive engagement and recognize outstanding performance.
- Ensure alignment of compensation practices with industry standards and financial targets.

Compliance and Risk Management:

- Ensure compliance with employment laws and best practices, minimising legal risks.
- Develop and uphold policies that reflect compliance and organisational standards.
- Manage sensitive HR matters professionally, maintaining a high level of discretion.

Talent Acquisition and Workforce Planning:

- Lead talent acquisition strategies, ensuring a strong pipeline of high-calibre candidates.
- Align workforce planning with business objectives, focusing on talent development and retention.

Ideal Candidate Profile:

- [X years] of experience in HR leadership, ideally within [industry].
- Proven expertise in HR strategy, employee engagement, DEI, and talent acquisition.
- A strategic mindset with the ability to advise senior leadership and influence change.
- Strong communication skills, capable of fostering positive relationships across all levels.

Preferred Qualifications:

- Advanced degree in HR, Business Administration, or a related field.
- Certifications such as CIPD or SHRM are desirable.