

JOB DESCRIPTION

Job Title	HR Director
Reports to	Chief People Officer
Location	Hybrid, 2/3 days in Leatherhead office, with national travel as required
Job Purpose	The HR Director will support the Chief People Officer to develop and embed the people strategy for the organisation, ensuring a highly skilled and engaged workforce capable of delivering exceptional, person-centred care. The role will align workforce planning, organisational development, and culture with regulatory requirements (including CQC/CIW standards) and broader organisational strategy. The role is critical in driving workforce sustainability, retention, performance and enabling high-quality care delivery across services.
Key Deliverables	• Development and delivery of a comprehensive People Strategy aligned to organisational goals. • Improved workforce retention and reduced agency reliance. • Full compliance with employment legislation and CQC/CIW workforce standards. • Measurable improvements in employee engagement, internal communications and organisational culture. • Delivery of leadership development and talent development and succession planning frameworks and pipelines for key roles. • Reduction in absence levels and improved wellbeing outcomes. • Successful delivery of organisational change and transformation programmes. • Development of competitive and sustainable reward approaches.
Key Accountabilities	Strategic Leadership • Contributing to the overall objectives of Achieve together, through collaboration with relevant internal and external stakeholders. • Partnering with Unity to embed the principles of co-production across the people team and wider organisation. • Developing and embedding the People Strategy, ensuring the communication and wider implementation of a clear vision for the People Agenda. • Providing advice and guidance on the workforce risks and implications of strategic decisions.



- Embedding a values-led, inclusive organisational culture.
- Deputising for the Chief People Officer as required.

People Team

- Supporting the team on key projects and people workstreams.
- Providing confident and motivating leadership to the people team, including direct line management of all functions).
- Leading opportunities for digitalisation and automation of the function, enabling focus on value-add people activities.

Workforce Planning, Talent Attraction & Resourcing

- Ensuring the efficient delivery of strategic workforce planning and the timely recruitment to meet the needs of the organisation, bringing innovation in the recruitment proposition.
- Analysing key metrics, such as time to hire and conversions at each stage of the process, to drive efficiencies within the process.
- Developing and building upon the Employee Value Proposition.
- Working in collaboration with the resourcing team to establish new talent pools and routes to market, ensuring Achieve together is recognised as an employer of choice.
- Supporting the implementation of a workforce management system, partnering with operations and finance teams to ensure effective cost monitoring and payroll management.
- Ensuring staffing levels meet regulatory and operational requirements.

Employee Relations & Compliance

- Leading on complex employee relations issues and risk management.
- Promoting strong employee engagement across dispersed teams.
- Managing trade union relationships where applicable.
- Ensuring compliance with UK employment law and sector regulations.
- Maintaining workforce readiness for CQC/CIW inspections.
- Working with Quality to oversee safeguarding-related policies and workforce processes.

Learning, Development, Talent & Performance

- Developing and implementing a creative and holistic talent attraction, engagement and development strategy, positioning Achieve together as a career destination.
- Defining and developing a clear, compelling and distinct Employee Value Proposition.
- Further evolving current learning and development plans for the organisation, positioning Achieve together as a market leader in terms of quality, growth and career development.
- Ensuring training provision is aligned with CQC/ CIW and internal quality expectations.



	Organisational Development, Engagement & Culture • Driving a high-performance, inclusive and values-driven culture. • Leading organisational change, restructuring, and transformation initiatives. • Developing and embedding equality, diversity, inclusion & wellbeing strategies. • Continuing to improve the organisations eNPS and ensure effective listening and engagement channels developing communities across the organisation. Reward, Benefits & Insights • Leading the Total Reward strategy and developing pay and benefits frameworks. • Ensuring the annual reward and benefits calendar is delivered including annual pay review, bonuses, remuneration committee calendar and supplier management. • Using HR data and metrics to drive continuous improvement.
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PERSON SPECIFICATION

Knowledge and Experience	• Demonstratable experience of creating, developing and imbedding “best in class” strategic HR capabilities and clear vision in organisations. • Experience leading change and transformation in environments of meaningful scale and complexity, reflecting a commercial mindset borne from the experience of solving complex people issues. • Confident communication style, able to manage and influence multiple stakeholders through collaborative and advisory approach. • Ability to balance strategy to ensure the organisation meets its goals, aligned to commercial, quality and culture objectives. • Knowledge and experience of organisation design and development. • Experience and understanding of building successful relationships with Unions and driving change within unionised environments. • Previous experience working within organisations with highly dispersed workforces. • Understanding of the strategic impact of a Total Rewards strategy. • Strong leadership skills, with a collaborative style, able to motivate and inspire a team to deliver organisational objectives. • Commercial mindset, able to operate at pace and manage multiple priorities. • Strategic thinker, able to consistently translate ideas into tangible actions and outcomes.
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