

Job Description

Job Title	Chief People Officer
Job Level	6
Job Family	HR
Job Reports To	ED, Corporate Services
Job Location	London
Business Unit/Department	HR
Date Completed	August 2020
Purpose Statement	Primary responsibility for ensuring People strategies, policies and processes are aligned to business objectives. Supporting the business by providing effective operational HR services across all areas of people activity.
Accountabilities	<p><u>Strategy and Policy</u></p> <ul style="list-style-type: none"> Using strong commercial awareness and understanding of the regulatory remit of the FRC/ARGA, to partner with the CEO, ExCo and senior leaders to shape an effective People Strategy and implement HR policies which directly support the delivery of overall objectives. <p><u>Project Work</u></p> <ul style="list-style-type: none"> Providing HR thought leadership to projects with significant people implications e.g. current transformation changes, talent reviews, change management, organisational design, equality, diversity and inclusion. Working with the organisation to continue to develop a well-defined, effective company culture <p><u>Resourcing and Workforce planning</u></p> <ul style="list-style-type: none"> Advising and supporting managers in the planning and budgeting of appropriate resourcing for their teams/divisions Advising on, and maintaining, an effective succession planning/talent development process for all key roles Supporting timely, cost-effective recruitment of staff, including advice on recruitment methods and screening and interviewing as appropriate. <p><u>Reward</u></p> <ul style="list-style-type: none"> Advising on appropriate approaches to reward and benefits given the need to balance Managing Public Money responsibilities with the need to attract and retain talented and motivated staff. Producing high quality, timely reports to aid Remuneration/People Committee decision-making Advising on appropriate approaches to the annual salary review in line with public sector requirements and, together with the Finance Director, managing the approval process with BEIS. Managing benefit renewal processes in a timely and efficient manner in line with Managing Public Money requirements. <p><u>Talent Development</u></p> <ul style="list-style-type: none"> Setting and delivering an effective Learning & Development Strategy, providing advice and guidance on talent development and ensuring that tailored learning and development solutions are designed and delivered to meet the performance and career development needs of all employees. Creating the framework for an effective performance review process and supporting line managers in its delivery <p><u>Equality, Diversity & Inclusion</u></p> <ul style="list-style-type: none"> Working with senior management and others across the FRC/ARGA to ensure that the FRC/ARGA develops and implements an Equality, Diversity & Inclusion Strategy that actively promotes diversity and inclusion as an employer and also

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	<p>contributes to FRC/ARGA external policy initiatives.</p> <ul style="list-style-type: none"> Ensuring we fulfil our Public Sector Equality Duty. <p><u>People Engagement</u></p> <ul style="list-style-type: none"> Advising on the design and implementation of an annual People survey, providing analysis of outcomes and supporting the ExCo on any necessary follow up action. <p><u>Employee Relations</u></p> <ul style="list-style-type: none"> Providing advice and guidance on all employee relations issues and managing any associated risk to the business. Ensuring all policies and procedures are legally compliant and relevant to the changing business agenda. <p><u>Leadership of the HR function</u></p> <ul style="list-style-type: none"> Optimising the HR function/team and ensuring that key processes and activities are aligned towards achieving strategic objectives. Setting and monitoring an appropriate team budget.
SKILLS, KNOWLEDGE & EXPERTISE	
Knowledge & Expertise	<ul style="list-style-type: none"> Preferably CIPD qualified Deep experience across the full spectrum of HR specialisms, including the setting of appropriate People strategies, as the job holder needs to provide advice in all areas of people management. Preferably experience in a professional services and/or public sector organisation Comprehensive and up to date knowledge of employment law and HR best practice. Significant experience of working with an Executive Committee and of presenting and facilitating discussions with senior management groups. Excellent written communication skills and the ability to produce high quality papers to facilitate ExCo, Board and Remuneration Committees decision-making. Strong verbal and numerical analytical skills.
Business Interaction-Relationships & Influencing	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to build working relationships at all levels, both internally and with key external stakeholders Demonstrable track record of using professional networks to maximise personal effectiveness. Ability to prioritise a broad mix of project and operational priorities and deliver to deadlines.. The ability to understand and synthesise a wide range of stakeholder views, constantly listening whilst remaining focussed on the overall goal. Outstanding and influential leadership skills combined with commercial acumen. Ability to cultivate excellent internal and external relationships to maximise co-operation and delivery of shared projects. Collaborative and persuasive but decisive, robust and clear. Strong personal credibility, impact and influence at organisational level, able to operate confidently at Board/Executive Committee level, both within the

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	FRC/ARGA, at senior levels within BEIS and other parts of the Civil Service.
Problem Solving/Decision Making	<ul style="list-style-type: none"> • Able to effect swift and sound judgements and decisions. Focused on results with a tenacious approach and committed to achieving goals. • Able to problem solve both operational and strategic issues through a pragmatic, flexible and, where appropriate, innovative approach • A strong quality ethic – with a track record of raising standards, finding common sense solutions to problems and delivering high quality outcomes.
Management of Resources/Leadership Behaviours	<ul style="list-style-type: none"> • Demonstrates strong FRC/ARGA Values and Behaviours and acts as a role model for others. • Displays high standards of professionalism and integrity.
Business Impact	<ul style="list-style-type: none"> • Able to take a strategic view of the FRC's/ARGA's people needs to successfully identify and implement practical solutions which make a genuine difference to the effectiveness of the organisation. • Able to respond in an agile and proactive manner to the ever-changing needs and requirements of the regulatory environment in which FRC/ARGA operates.