

Director of People Culture

Recruitment Pack



**PROSTATE
CANCER UK**



A welcome from our CEO

Thank you for your interest in the role of Director of People and Culture at Prostate Cancer UK – as the new CEO I am privileged to introduce you to our vital work.

Prostate Cancer UK exists to create a future where lives are not limited by prostate cancer. To stop prostate cancer being a killer. To stop prostate cancer damaging bodies and lives.

Each year, over 11,500 men die of prostate cancer, and 400,000 men are living with it. It's the most common cancer in men. Affecting 1 in 8 men and disproportionately affecting black men, who have a 1 in 4 chance of being diagnosed.

To deliver on our mission we fund a pioneering and cutting-edge research programme, uniting the brightest minds in science and healthcare, and invest in health awareness to tackle the stigma associated with prostate cancer, activating men, and their loved ones, into doing something about it. We offer award-winning advice, education, and information to anybody who needs it. Working in collaboration with the NHS, we are playing an instrumental role in influencing decision makers, to ensure standardised treatment and care for everyone with prostate cancer.

As the Director of People and Culture you will play a critical role in shaping and building our capacity to realise our strategic ambition. It is paramount to our success that we have an engaged, diverse and effective workforce. We need to attract, nurture, and retain talent by creating and investing in an environment that gets the best out of our people.

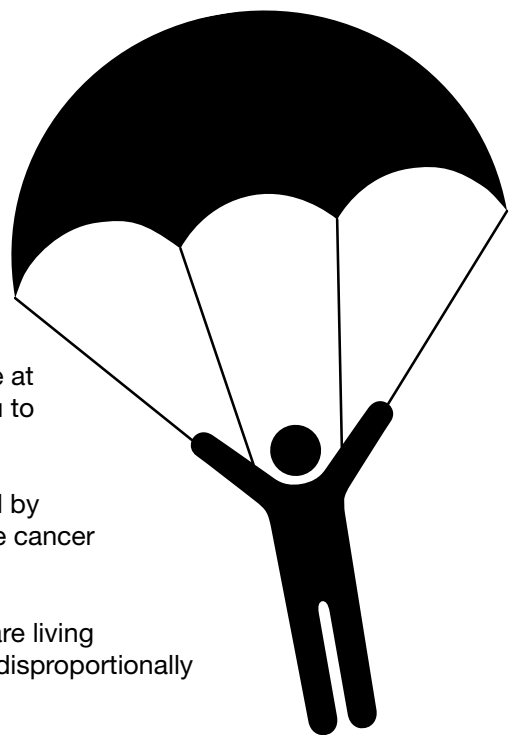
Like so many organisations, we are responding to the legacy left by the pandemic, and this offers an opportunity to reimagine our culture and evolve different ways of working. There is a gap between our vision and our current situation but we are determined to build a more equitable, inclusive and diverse culture and if you are successful in this role we will look to you for expertise and leadership. It is an exciting time of transformation and learning but will also require high levels of resilience and determination.

We are looking for a strategic leader who can offer clear direction to the organisation and a team of 4 direct reports. You will collaborate with your leadership colleagues working across the organisation as an enabler and critical friend. You will be a rigorous, clear thinker who will help move the organisation forward.

If you believe you are a great fit for the job and our organisation, and have an authentic connection to the cause, I hope you will be inspired to find out more.

Best wishes,

Laura Kerby
CEO



Introduction

We are Prostate Cancer UK. We want a future where lives are not limited by prostate cancer. So, we work to stop prostate cancer being a killer. We work to stop prostate cancer damaging bodies and lives. Each year, over 11,500 men die of prostate cancer. It's the most common cancer in men. Affecting 1 in 8 men and disproportionately affecting black men, who have a 1 in 4 chance of being diagnosed, prostate cancer has hidden in the shadows for too long.

It's as big an issue for men as breast cancer is for women and numbers are on the up. Each year we sadly lose more partners, dads, grandads, brothers, and mates to this disease, despite it being treatable if caught early. We believe this is not good enough, and we know the public feel the same.

The good news: we know exactly what needs to be done to reverse this trend and stop lives being cut short. And thanks to the breadth and depth of our work over the last 25 years, we're in the perfect position to sort this. We realise we can't do this on our own. We need individuals, communities, and the government to get behind us. That's where you come in!



**Video: Our ambassadors join us in saying
'Men, we are with you'**

What we do

We are here for men, and their families. Ensuring their voices are heard and their shared experiences drive our outcomes.

Since 1996 we have invested £77.4 million into prostate cancer research, money raised through public fundraising, delivering huge benefits to men across the world. We also offer support to the 400,000 individuals living with and beyond prostate cancer, through innovative health information and specialist support services.

We engage and educate health professionals through an award-winning training programme. We offer a platform for empowerment, through our nationwide volunteer hubs, and lead system change by campaigning collaboratively to get the best outcomes for men.

Our priorities

To make the biggest possible impact for men with prostate cancer, including those not yet diagnosed and future generations, there are key priorities we need to tackle.

Get men diagnosed earlier

This is the most critical part of our plan to stop prostate cancer killing men. If it is caught early, before cancer has spread outside the prostate, there's a chance it can be cured.

Get men diagnosed more accurately

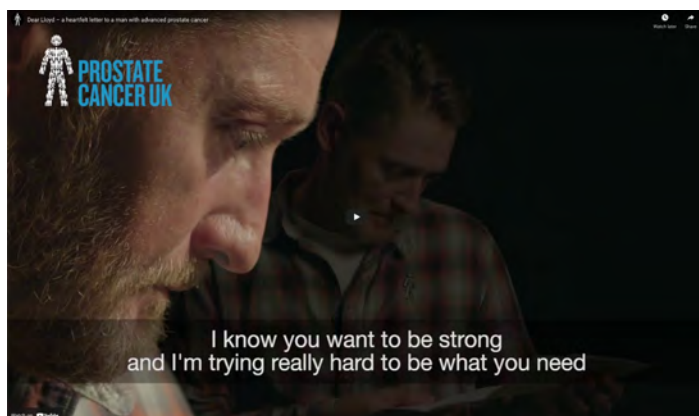
An accurate diagnosis of prostate cancer, that shows if it's spread and how aggressive it is, is vital to help more men survive. It enables men to choose the most appropriate treatments for them as individuals. Getting that right gives men the best chance against prostate cancer.

Get better treatments

More effective treatments for prostate cancer could save men's lives. Once prostate cancer has spread outside the prostate, there is no cure. Current treatments are not always effective enough, suitable, or available to all men. Too many treatments leave men with harmful side-effects.

Get better support

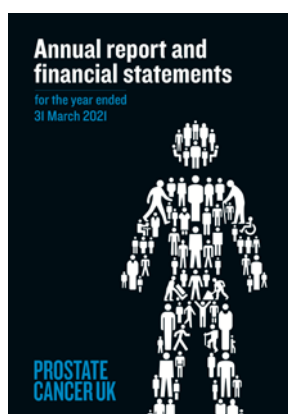
Getting the right information at the right time saves lives. Our information helps men know their risk so they can take steps to get diagnosed early enough to be successfully treated. It can empower men to choose and demand the right treatments that will stop the cancer coming back further down the line.



Video: A heartfelt letter to a man with advanced prostate cancer

Read our latest annual report and financial statements

Read more



Our research strategy 2020-2030: More cures, less harm

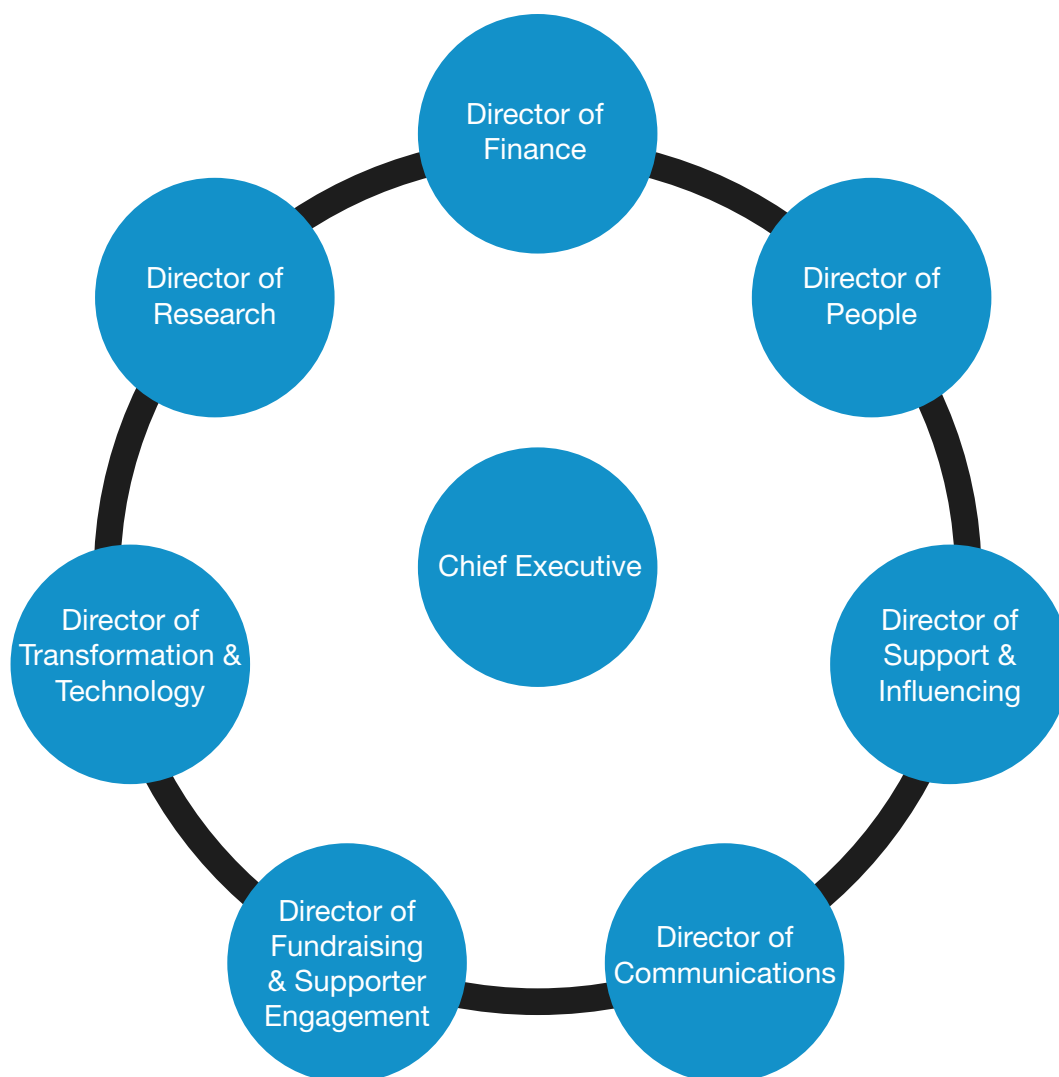
Read more



Leadership Team

Everyone at Prostate Cancer UK is working together towards our vision of a future where lives are not limited by prostate cancer.

To succeed we need to accelerate medical research into prostate cancer, make more men aware of their risk of prostate cancer and enable more men to have access to improved diagnosis, treatment and support. And to deliver that, we need to grow our income, and fast, with a motivated, engaged and efficient organisation all working towards the same ambition.



Find out more about us at www.prostatecanceruk.org

Working here

As Director of People and Culture I work collaboratively with the Board, CEO and Leadership Team to develop and implement strategies and plans which ensure the continued growth and success of the organisation. I drive the strategic people and culture agenda for Prostate Cancer UK, to ensure we have the best people, with the best possible experience of working at Prostate Cancer UK, harnessing culture, development, fulfilling roles, inclusion and collaboration to build high engagement. A confident leader and decision taker, I work across the organisation to ensure that we are in the best shape possible to realise our ambition.

What I do:

- As a member of the leadership team, support the development and effective implementation of strategy and business plans.
- Develop and lead the implementation of the People Strategy to enable and support the delivery of the corporate strategy.
- Provide timely strategic and operational business partnering to the Executive Team, CEO and the Board of Trustees.
- Lead and develop a high performing People and Culture function.
- Lead on the development of Prostate Cancer UK's culture, values and behaviours to attract, retain and motivate an ambitious, talented and diverse employees and volunteers.
- Ensure that reaching a diverse population and building a culture of inclusion is reflected through everything Prostate Cancer UK does.
- Develop high quality leadership and management capability across the organisation.
- Lead an aspirational learning and development strategy to build skill and engagement across the organisation.
- Develop high levels of engagement with our people with two way dialogue that promotes and reflects the culture, values and behaviours of Prostate Cancer UK.
- Lead on all aspects of Reward and Recognition.
- Produce and manage the annual budget for our People function.
- Maintain and develop appropriate Policies and Procedures for staff and volunteers.
- Provide expertise and leadership in change management, transformation and organisational design.

Who I am:

- FCIPD/MCIPD or equivalent experience.
- A strategic and innovative thinker who can articulate and implement key business and commercial goals into a highly engaging and robust People Strategy.
- A champion of inclusivity and diversity, able to deliver practical changes that improve the culture, opportunities and participation rates for under-represented groups of people.
- Proven experience leading and inspiring a successful People and Culture team at a senior level.
- Strong track record of Business Partnering at a senior level.
- Strategic and operational experience of building positive people experience, with a passion for organisational development and design.
- Track record of promoting engagement, and driving organisational change and development including culture change and transformation.
- Strong leadership qualities and credibility to inspire trust and confidence in the People function and wider organisation.
- Up to date knowledge of employment legislation, HR systems and processes, and statutory requirements on employers.
- A sophisticated communicator, able to effectively engage diverse audiences through written and oral communication.

How I work

Demonstrating our working principles – Leadership in action

Be direct and conversational

- Give regular and timely feedback– to each other and our teams.
- Be available and visible inside, and outside, the organisation.
- Set clear performance expectations to enable us to deliver our strategy and take our teams with us.
- Use accessible language.
- Know, and be consistent about, why we are doing what we are doing to achieve the best we can for men.

Be responsive and supportive

- Be responsible and accountable for decisions and actions we take.
- Support skills and knowledge development.
- Encourage, and create, the opportunity for staff innovation and input .
- Do what we say we are going to do; if things change explain why.
- We are passionate about what we do, the cause and our people.

Be bold and energetic

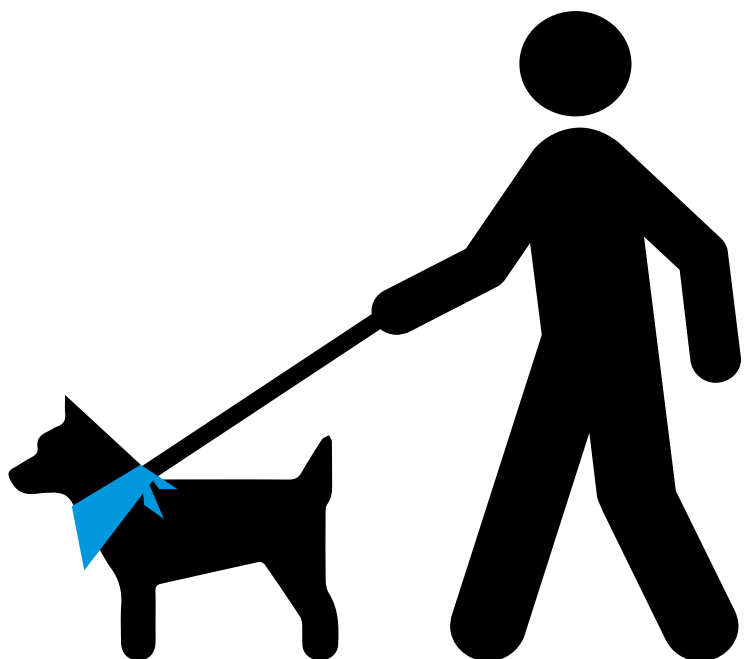
- Be brave – try new ways to achieve our priorities where it makes sense to do so.
- Let go – trust and empower our teams to deliver.
- Move conversations along – not dive into unnecessary detail.
- Be inspirational, ambitious and hard working.
- Don't hide behind process, use them to help get us where we need to be.

Be honest and unembarrassed

- Be responsible with the information we share.
- Admit when we get it wrong.
- We don't know all the answers, ask for help/input.
- Be ourselves.
- Empower our staff to say what they think and enable open and honest 2-way conversations.

Be flexible and collaborative

- Work together as a leadership team.
- Be flexible in prioritisation.
- Share knowledge and learning.
- Celebrate success.



The practical nuts and bolts

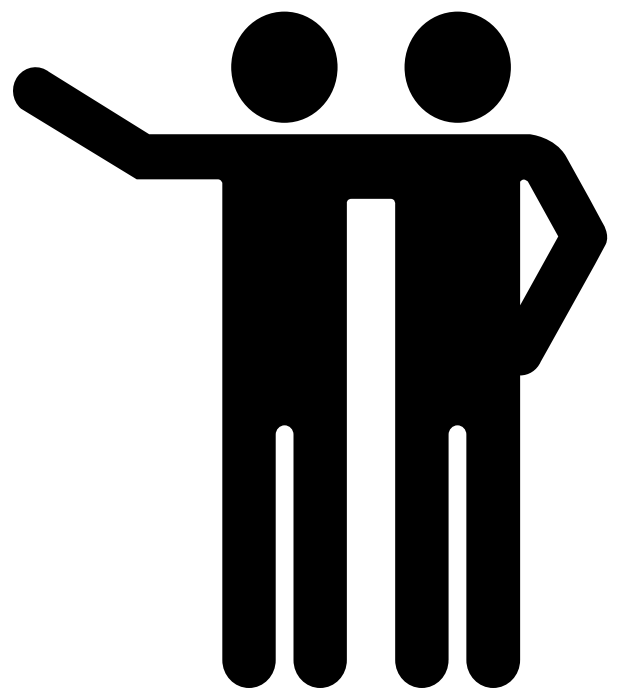
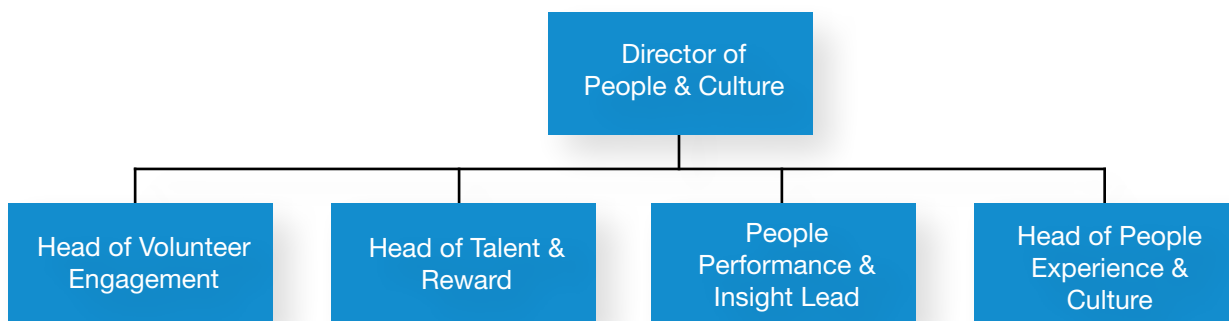
I report to: Chief Executive

Contract: Permanent

Hours: Full time, 37.5 hours per week

Location: London Bridge- hybrid working

Team structure: A team of around 14 employees, organised as follows:



What we offer

Salary

The salary for this role is circa £95,000 Per annum on a full-time permanent basis.

Time off

We offer all of our employees **28 days' annual leave, plus bank holidays**, plus two additional days related to length of service. Once you've completed five years' service, you can apply for a sabbatical.

Hybrid working

We are moving forward with our hybrid working arrangements. You can vary your location, working hours and days to help you achieve your best performance and a good work/life balance. This role will require you to spend some time on the London Bridge Office.

Employee assistance programme

Through our independent provider, we offer a free, confidential telephone service for everyone in our team, their spouse/partner and any children under the age of 21 living at home. This service offers guidance on a wide range of topics such as money management, legal queries, stress, domestic matters, bereavement, emotional problems and more.

Discounted gym membership

We've teamed up with Fitness First to offer a great 50% discount on multi-gym membership. Our closest gym – Cottons London Bridge – is one of only a small number of premier gyms offering a wide range of facilities and is just a minute from our London office; or you can use any of their 45 other locations in London.

Pensions

Defined contribution, maximum 5% employee and 7% employer.

Season ticket loan

Pay off the cost of an annual rail travel card through deductions from your salary each month, interest free.

Cycle to work scheme

You can buy a new bike and pay it off in monthly instalments through deductions from your salary (up to £1,000).

And that's not all...

- Life assurance: 3 x annual salary
- Free income protection scheme
- Enhanced maternity, paternity and adoption pay
- Enhanced sick pay
- Benefits portal offering discounts for high street shops

Career development

As a member of our team, you'll be doing everything you can to help us achieve our vision of a future where lives are not limited by prostate cancer. And we'll be doing everything we can to support you every step of the way. We're committed to helping all of our people develop their skills and reach their full potential.

From face-to-face training to secondments and volunteering – you'll have all the opportunities you need to make the right moves for you. With one third of our vacancies filled internally, our record speaks for itself.



How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Rebecca O'Connor at Rebecca.OConnor@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/prostate-cancer-director-people-culture/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

The expected recruitment timetable is set out below:

Closing date:	Monday 20th June 2022
Preliminary interviews with Starfish:	w/c 4th July 2022
Second-stage interviews with Prostate Cancer UK:	w/c 25th July or w/c 1st August 2022





**PROSTATE
CANCER UK**



Prostate Cancer UK is a registered charity in England and Wales (1005541) and in Scotland (SC039332).
Registered company 02653887.