

**Role:**                    **Head of People**

Reports to:                Director with dotted line to Chief Executive

Direct reports:         Assistant Consultants and Executive Assistants

Starfish Search Limited is an executive search business working across the social sector, local government, public policy and central government on senior, high-profile appointments. Our work is split across executive and non-executive roles and we lead on both permanent and interim appointments. The experienced consultancy team have a powerful track record of appointing to the most senior roles across a diverse client base.

Starfish's Head of People reports to a Board Director but with a dotted line to the Chief Executive as they will work closely with her on strategic corporate projects. The Head of People will ensure the smooth running and forward planning of the people elements of our business – how we recruit, develop and retain our workforce from Partners to Assistant Consultants. The Head of People will play a critical role in supporting and driving forward the company's growth objectives.

This role will assume responsibility for the direct line management of our dedicated team of Assistant Consultants and Administrative and Executive Assistants based in Leeds and London, requiring visible leadership (in Leeds predominantly) and a strong track record of performance management as well as some operational functions connected to the effective running of the business. The Head of People will also play a key role in developing our employer brand, including the culture and values of the company and, as with all Starfish colleagues, will be a positive role model.

## **Key Responsibilities:**

### **People and Performance Management**

- Provide leadership and direct line management of our growing team of Assistant Consultants and Executive Assistants who are working within a time-sensitive and fast-paced environment, ensuring a collaborative, forward looking and enjoyable environment in which to work.
- Be the professional lead for our Assistant Consultant and Executive/Administrative Assistant team, monitoring and managing workloads, quality assuring the work of the team and facilitating their training and professional development.
- Maintain and update the HR database including, but not limited, to personal information, annual leave and other paid leave.
- Ensure that colleague probation/delivering periods are managed and signed-off at the correct time and personally lead on the annual target setting, review and appraisal process for all Assistant Consultants and Executive Assistants.
- Ensure other line managers across the business follow the annual Starfish performance cycle described above with a timely and consistent approach.

- Manage the relationship with Starfish's External HR Advisers (currently Croner) liaising with them on HR issues that require external support and acting as the liaison with line managers as and when required.
- Manage the relationships and negotiations with Starfish's valued pool of external associates who support the recruitment assignments.
- Preparation and issuing of new staff contracts.
- Lead on the induction programmes for all new joiners
- Preparation and issuing of paperwork for all leavers including return of equipment

### **Talent Management and Employee wellbeing**

- Working with the Board, to monitor and support the evolution of our organisational structure to support the growth of the business over the next five years.
- Work with the Directors to maintain a talent database of potential hires, tracking competitors and the movers and shakers who may be potential internal hires for the business.
- Support Starfish's line managers with all aspects of internal recruitment including advertising, interviewing and employment offers.
- Develop recruitment and training programmes for apprentices and graduates moving into administrative assistant, executive assistant and assistant consultant roles with clear parameters on the future career progression for new colleagues.
- Manage our contractual relationship with suppliers that would support Starfish's internal recruitment.
- Review any relevant training and development requirements across the business to ensure we continue to develop everyone to achieve their potential.
- Ensure the culture of our offices are supportive, inclusive and welcoming. To make recommendations for change and improvements to the Board.
- Work closely with the Finance Director on our employee benefits package including regular reviews of the market to ensure our offer to existing and new colleagues is benchmarked and competitive.
- Organise the company's social events calendar and activities, including and corporate events and awaydays.

### **Equalities, diversity and inclusion (EDI)**

- Ensure that our commitment to EDI and belonging is embedded across every aspect of our internal recruitment, retention and development of colleagues and ways of working.
- Ensure all Starfish colleagues are briefed on new policies and legislation and lead on the procurement of EDI training for new colleagues and refresh training for current team members.

### **Person Specification – knowledge, skills and experience required**

- A Chartered Institute of Personnel and Development qualification is desirable.
- A proven track record of dealing with the core elements of the role.

- Demonstrable experience of holding a similar role at a senior level with a similar set of responsibilities to those set out in the person specification.
- A people focused style with a desire to instil a sense of community and enjoyment across the business, ensuring colleagues have the opportunity to participate and contribute to the future development of the company and to Starfish events and activities.
- Outstanding management skills, including a strong focus on performance and collaboration to ensure a busy team remain motivated and supported.
- Experience of supporting with internal recruitment and/or a talent pipeline.
- Experience of developing a high performing team, setting clear expectations and objectives, with regular one to ones, structured appraisal meetings and regular and constructive feedback.
- A strong commitment to equalities, diversity and inclusion (EDI) and experience of supporting a business progress their approach to EDI internally and externally.
- Strong budget managements skills and a commercial approach to achieving excellent value from suppliers.
- Experience of working with a range of different software programs with the ability to learn new systems quickly.
- Able to handle competing priorities in a fast-paced environment.
- Positive and practical approach; flexible and adaptable personal style.
- Agile thinker and problem-solver who enjoys working in an ambitious, growing business.