



CHIEF PEOPLE OFFICER CANDIDATE BRIEF



WELCOME

Dear Colleague

Thank you for your interest in joining us as Chief People Officer.



The Health Foundation is an independent charitable foundation committed to bringing about better health and health care for people in the UK. Through giving grants to those working at the front line, to carrying out research and policy analysis, we shine a light on how to make successful change happen to improve health and health care for the UK population. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

We have three external facing strategic priorities:

- improving health and reducing health inequalities;
- better policy making in health and social care;
- speeding up innovation and improvement in the NHS and social care system.

We can't do this effectively without exceptional People and Organisational Development support to lead the recruitment, retention, and development of our people and organisational culture, ultimately underpinning the innovation and delivery of our strategic priorities.

We are therefore seeking a new Chief People Officer who will provide leadership, vision and strategic direction to support the COO, CEO and Leadership Team in the achievement of the Foundation's priorities. They will drive organisational culture change, leadership and employee development, creating programmes that modernise and transform the way we work and build our organisational and leadership capability. With a focus on a high-performance culture through a highly developed, agile, engaged and inclusive workforce, they will also ensure that Equity, Diversity and Inclusivity are embedded throughout the People Plan and all people-related activities.

Ideally, you will be an outstanding leader with experience and sound judgement who shares our values and who can engage, inspire and influence at all levels. You will provide a clear and compelling vision for the importance of our culture and harness the ideas and talents of our committed people as we continue to grow our organisation. You will be systematic and engaging in your approach and delivery, able to build credibility quickly with a range of stakeholders across the organisation and be an active collaborative member of the team, with strong communication skills, innovative thinking, and a positive attitude and a commitment to continuous improvement.

If you believe you have the skills and attributes for this role, we would be very pleased to hear from you.

Nick Bateson
Chief Operating Officer, the Health Foundation



ABOUT THE HEALTH FOUNDATION

We are an independent charity committed to bringing about better health and care for people in the UK. We employ around 200 people, with offices in Blackfriars, Central London. Our aim is a healthier population and reduced health inequalities, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health and social care system. From giving grants to those working at the front line to carrying out research and policy analysis, The Foundation shines a light on how to make successful change happen.

The Health Foundation makes links between the knowledge gained from working with those improving population health and improving health and social care and their research and analysis. The aspiration is to create a virtuous circle, using what they know works on the ground to inform effective policymaking and vice versa.

The Health Foundation believes good health and health care are key to a flourishing society. Through sharing learning, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population in the UK. We enjoy a high national profile and often feature in the media. Our board comprises of 11 governors, chaired by Sir Hugh Taylor.

Read more about our organisation at <https://www.health.org.uk/>



ROLE DESCRIPTION

Job title:	Chief People Officer
Reporting to:	Chief Operating Officer
Salary:	£84,098 (L19 Spinal Point 1) per annum plus excellent benefits
Contract Type:	Permanent
Hours per week:	Full time team members work 37.5 hours per week, and with hybrid working those hours can be done any time between 7am – 7pm. Core working hours are 10am – 3pm. For this role we would need a minimum of 1 day per week in the office, in line with our hybrid working framework.
Direct Reports:	People Partners X 2, People Assistant, Resourcing Partner, People Operations Co-ordinator, Equity, Diversity and Inclusion Lead, Learning and Development Lead. People Partners X 2, People Assistant, Resourcing Partner, People Operations Co-ordinator, Equity, Diversity and Inclusion Lead, Learning and Development Lead.

PURPOSE OF THE ROLE:

- To provide leadership, vision and strategic direction to support the COO, CEO and Leadership Team in the achievement of the Foundation's priorities.
- Responsible for organisational development and design (OD), developing approaches that drive workforce effectiveness and enable a high performing organisation, along with fit for purpose structures and skill mix, and a continuous learning culture which has inclusivity at the centre.
- To drive organisational culture change, leadership development and employee development and engagement.
- To support the strengthening and improvement of corporate services, shaping and developing the People team.
- To lead relevant People programmes ensuring that they are business orientated, fit-for-purpose, and focused on performance improvement for the Foundation. Make a significant contribution to the development and implementation of the strategic agenda and aims of the Foundation.
- Develop insight-led people and workforce strategies ensuring that the Foundation has the tools in place to deliver and embed culture and change programmes that modernise and transform the way we work and build our organisational and leadership capability.
- Ensure that Equity, Diversity and Inclusivity are embedded throughout the People Plan and all people-related activities.

PRIORITIES:

- To develop, implement and operationalise a compelling and engaging People Plan, as aligned with the new refreshed strategic goals and business plans, focusing on performance, quality outputs and measurable indicators with clarity on how success and impact will be managed.
- To develop OD approaches within the People Plan, that are aligned to the refreshed strategy and support the organisation through change, enabling a high performance culture through a highly developed, agile, engaged and inclusive workforce.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES :

- To develop, implement and operationalise a compelling and engaging People Plan, as aligned with the new refreshed Partners with the CEO, Directors and Leadership, to translate strategic aims into aligned and integrated Workforce and People activities.
- Trusted partner, strategic advisor and confidante for the CEO, COO, Directors and Leaders and able to think holistically to solve evolving organisational requirements.
- Deploys recruitment, performance, succession planning, talent management and organisation development to deliver strong impact of critical People and OD initiatives, nurturing top talent and embedding a learning culture, to support the ongoing success of the organisation.
- Acting as a role model in developing, leading and inspiring a high performing and organisationally aligned People Team, to support leaders and managers and deliver against workforce and people activities.
- Leads the business through people elements of change ensuring a consistent and robust approach for engagement and productivity.
- Works in partnership with leaders across all corporate functions to shape and deliver strategic initiatives.

- Collaborates effectively across the organisation to enable development of relevant initiatives and leads delivery across all areas of HR and OD back into the business, delivering a seamless experience for employees and managers.
- Successfully leverages internal and external resources to design, develop and embed, fit for purpose solutions as and when business needs arise.
- In partnership with the COO pre-empts / pro-actively identifies and develops the strategic capabilities required for future business success and growth.
- Leads the design, improvement and delivery of all people processes and policies that ensure a robust, equitable and transparent People Service offering.
- Builds effective and productive working relationships with internal stakeholders at all levels of the organisation
- Able to convert data into insights to inform proposals and influence people matters to solve business challenges or opportunities.
- Leads on the overhaul of HR budgeting, payroll, and headcount management activities.
- Develops and maintains a high level of credibility with the organisation, through developing and provision of quality data for people insight data and metrics, analysing relevant people statistics, creating a regular reporting framework to drive business decisions.

WIDER CONTRIBUTION:

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary.

The post holder will at all times aim to embed our key behaviours – Working together, Achieving impact, Discovering and learning – in all aspects of their day-to-day delivery in the role.

We value equity, diversity and inclusion, and welcome applications from different backgrounds. We particularly encourage applications from disabled people and people from ethnic minorities. We are also committed to making reasonable adjustments for candidates who have accessibility requirements.

Candidates should have the right to work in the UK at the time of appointment.



PERSON SPECIFICATION

	CRITERIA	ESSENTIAL DESIRABLE (E/D)
Behaviour	Commitment to diversity and inclusion - A commitment to diversity and inclusion in employment and service delivery.	E
Behaviour	Acts as a role model for the organisational values and behaviours.	E
Behaviour	Working Together - An ability to build and maintain effective collaborative relationships with people internally and externally.	E
Behaviour	Achieving impact - Results focused and able to work to deadlines.	E
Behaviour	Discovering and learning - Ability to work productively as part of a team, learning together and committed to service excellence.	E
Education	CIPD qualified or with equivalent professional experience.	E
Experience	A track record of building, leading and managing strong and credible relationships at senior leadership team level and ability to effectively challenge and influence at this level.	E
Experience	Significant experience of leading, embedding and sustaining change/transformation within complex organisations.	E
Experience	Strong coaching skills, enabling development of organisation wide capability, supporting periods of significant growth.	E
Experience	Experience of the development and execution of the people agenda to support the business strategy.	E
Knowledge	Strong business acumen and the ability to translate business requirements into progressive people-focused priorities for a business in growth.	E
Knowledge	Strong curiosity and business understanding, putting people related issues into the context of addressing business issues and/or opportunities.	E
Knowledge	An awareness of working with a mission-driven, not-for-profit organisations with similar dimensions.	E
Knowledge	Excellent analytical skills and knowledge of MS Office.	E
Skills and abilities	Able to think strategically and deliver joined-up plans aligned to organisational goals.	E
Skills and abilities	Highly collaborative with the ability to adapt their style, think on their feet and possessing a can-do mentality.	E
Skills and abilities	Displays agile leadership adapting quickly to change, being curious, open to innovation, and communicates effectively across the organisation.	E
Skills and abilities	Demonstrates highly developed interpersonal skills and diplomacy in a changing, complex, and uncertain environment.	E
Skills and abilities	Continuous Learning mindset, that facilitates improvement and growth, through exploration of complex and ambiguous challenges.	E
Skills and abilities	Demonstrates a high level of personal drive, energy and commitment, with a continuous improvement mindset.	E
Skills and abilities	Works effectively, displaying confidence, flexibility, openness and collaboration, in ways that are responsive to the needs of internal and external stakeholders.	E
Skills and abilities	Ability to lead a team and effectively manage people and resources from a variety of disciplines.	E
Skills and abilities	The ability to absorb information, critically evaluate it and make considered, succinct and well-argued decisions and recommendations, sometimes in uncertain circumstances. Presents complex information simply and effectively – both orally and in writing.	E
Skills and abilities	Ability to lead a team and effectively manage people and resources from a variety of disciplines.	E

TERMS OF APPOINTMENT

SALARY

This role attracts a salary of £84,098 (L19 Spinal Point 1) per annum plus excellent benefits.

LOCATION

Our office is based at 8 Salisbury Square, London, EC4Y 8AP. We have introduced new working arrangements to support hybrid working which offers more choice over when and where our people work, in a high trust / high support environment. We expect all our colleagues to work within a 7am to 7pm framework, spread over Monday to Friday, with core hours of 10.00-15.00 and a minimum average one day per week in the office.

PENSION

The Foundation will match and double employee pension contributions up to a maximum employer contribution of 10%.

ANNUAL LEAVE

30 days holiday a year inclusive of 3 days when the Foundation closes in December, plus statutory holidays, pro rata for part time staff.

ADDITIONAL BENEFITS

Generous benefits which include: enhanced occupational sick pay scheme; income protection scheme following 26 weeks of continuous sickness, or disability; death in service benefit of six times annual salary; enhanced maternity, paternity and adoption policy; funding for job-related development plus corporate learning and development opportunities.

We are committed to improving our approach to diversity and inclusion and as a senior leader and member of the Directors team, you will be a champion of our work in this area. For this role we would strongly encourage applications from underrepresented groups, in particular people of colour and disabled people.



STATEMENT OF BENEFITS

This statement gives an overview of Health Foundation benefits. Please note that these benefits may have eligibility requirements, are not contractual and may be amended from time to time. There is a separate statement of benefits for interns and apprentices.

LEAVE	
Annual leave / statutory leave	30 days holiday a year inclusive of 3 days when the Foundation closes in December, plus statutory holidays, pro rata for part time staff.
Buy or sell annual leave	Employees may buy up to 5 extra days or sell up to 3 days annual leave, pro-rata for part time staff.
Enhanced maternity, paternity and adoption policy	100% of earnings for 26 weeks.
Parental leave	After 1 year of service an employee who has, or expects to have, parental responsibilities for a child has the right to 18 weeks unpaid leave for each child.
Dependents leave	Up to 10 days paid time off per annum to care for a dependant.
Compassionate leave	Following the death or serious injury of a close family member, up to 5 days paid compassionate leave may be granted. Each case is dealt with individually, and more time off may be granted.
PENSION	
Contributory pension scheme	Defined contribution scheme, with the Foundation paying double the contribution from employees (up to a maximum contribution by the Foundation of 10%). Contributions are via salary sacrifice.
Life assurance	6 x annual salary payable to employees' nominated beneficiaries on the event of a death in service.
SICKNESS, HEALTH & WELLBEING	
Enhanced sick pay	The Foundation provides an occupational sick pay scheme to employees at 6 months full pay, 6 months half pay.
Income protection	The Foundation has an income protection policy which offers 75% of salary payable in the event of more than 26 weeks continuous sickness.
Employee assistance programme	The EAP is a free, confidential, independent service offering information, support and assistance from professional qualified specialists on many issues including, finance, legal matters, careers & work issues, family life as well as face to face and telephone counselling.
Online GP appointments	Employees can access free online GP consultations, telephone and online counselling and other support through WeCare.
Subsidised gym membership or Fitness/Health expense	Employees have access to subsidised Nuffield Health membership. Premier membership costs £90. The Foundation pays £60.67 per month, and employees pay £29.33 per month via payroll. Alternatively, if employees do not take up the Nuffield Health membership, they are able to expense up to £60 per month of fitness or wellbeing expenses.
Mental health and wellbeing	Employees have access to the Togetherall peer support community online and free Headspace for Work membership.
Eye tests and glasses	The Health Foundation will contribute a maximum of £25 towards the cost of an annual eye test and a maximum of £60 towards the cost of new glasses or lenses.

HYBRID AND FLEXIBLE WORKING

Hybrid working	We have hybrid working arrangements which may differ depending on the requirements of each role. Employees may choose to work from home and must attend the office a minimum of 1 day per week, averaged over each month. Employees can work their contracted hours flexibly between 7am and 7pm, working core hours 10am-3pm Monday to Friday.
Flexible working	We welcome requests for flexible working, for example part time hours.

TRAINING AND DEVELOPMENT

Learning and development	We invest in staff learning and development which addresses individual needs as well as the wider learning needs associated with our business objectives, including management and leadership development and development of data analysis skills, as relevant to the role.
Professional development	We are able to contribute towards professional qualifications and memberships which are relevant to the role and the organisational strategy.
Study leave	You may request up to 8 days' paid leave to study for exams for qualifications related to your role.

TRAVEL

Season ticket loan	We offer an interest free season ticket loan up a maximum of £10,000 (including car park costs) which is paid back over 10 monthly instalments.
Cycle to work scheme	The Cycle to Work scheme allows staff to benefit from obtaining a tax-free bike and accessories for use on their journey to work by salary sacrificing the cost over a 12-month period.
Travel insurance	Employees may opt to join our travel insurance policy for employees and family members (taxable benefit).

OTHER

Organisational staff day	A day held for all staff once a year to help employees reflect, share learning, experiences and help in strategically shaping our future.
Charitable giving charity donations	Charitable giving is a scheme to enable individuals to give to charity via their payroll. The Health Foundation will match staff donations up to a limit of £200 per month. Amounts deducted from salary are not taxed.
Social club	There are subsidised social events throughout the year.

HOW TO APPLY

We hope you will consider making an application. To do so, please visit: <https://starfishsearch.com/jobs/hf-chief-people-officer/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides).
- a short supporting statement (maximum two sides) that sets out why you are interested in joining the Health Foundation as its Chief People Officer.

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.

Search closes	Monday 10th April 2023
Structured discussions with top candidates	w/c 24th April and 1st May 2023
Informal stakeholder conversations	early w/c 15th May 2023
Final formal interviews	w/c 15th May 2023

