

	<h1>Job Description</h1>
JOB TITLE:	Head of People & Culture
Accountable to:	People & Culture Director
Staff managed:	People & Culture BP Recruitment BP Comp & Bens BP
PURPOSE OF THE JOB	
<p>This is a business-focussed role, reporting to the People & Culture Director. You will provide leadership to the People & Culture team to deliver a first-class HR experience to our employees, as well as providing business partnership to the Executive Directors and Heads of Department on a global basis. You will work with your team to provide solutions to enable the business to achieve business outcomes and manage people related risk, whilst aligning the people strategy and priorities for business needs.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Work closely with People & Culture Director to create, plan and implement the P&C strategy with close alignment to the overall business objectives • Proactively partner with the Executive Directors and Heads Of group to form strong and influential working relationships, coaching them in handling difficult issues and addressing sensitive people issues, working with them to develop appropriate solutions • In conjunction with P&C Director deliver business change through effective planning and stakeholder management and develop project plans to support the implementation where appropriate • Work closely with P&C Director to devise recruitment strategy, including workforce planning and oversee its implementation to drive recruitment excellence • Oversee the sourcing, attracting and recruiting of best talent for Trinity and be a brand ambassador • Develop, coach, challenge and inspire the P&C team towards operational excellence • Innovate operational practice to ensure processes, policies and procedures are effective and efficient. • Monitor external benefit trends and ensure Trinity maintains a competitive benefit offering in line with its market profile in each country • Educate senior leadership in people excellence/people practices • Develop and analyse HR data to provide insight to P&C Director with associated intervention options • Support and deliver global HR project work, embedding new initiatives within Co-ordinations 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

- The successful candidate will be a strong relationship manager with a proven track record of partnering with the business, providing coaching and mentoring in all areas of the employee life cycle
- Proactive with strong execution bias in order to move at pace in a rapidly changing environment
- A strong generalist background with knowledge across multiple disciplines of HR – international experience desirable
- Proven experience in building and leading an HR team through significant organisational change
- The ability to build relationships and influence stakeholders across all levels and on a global scale
- Be a confident and capable ER case manager
- Demonstrable experience understanding and interpreting employment legislation
- Develop and inspire the team and help bring the people strategy and culture to life
- Experience working in both public, charity and private sector a distinct advantage
- Calm under pressure and able to juggle multiple priorities simultaneously
- Low ego with high emotional intelligence
- Able to travel between offices on a regular basis
- Educated to degree level or equivalent
- MCIPD qualified

CONTACTS : INTERNAL AND EXTERNAL

Management and staff across Trinity College London and its subsidiaries, recruitment agencies, benefit suppliers and brokers, contractors and members of the public. Management of P&C team.

FINANCIAL PARAMETERS

Agrees spend with line manager before incurring costs.