

Director of Human Resources



**JOB TITLE** Director of Human Resources



**DEPARTMENT** Human Resources

**LOCATION** London / Home and Crowborough on occasion

**HOURS OF WORK** Full-time (35 hours p/w)

**CONTRACT** Permanent

**SALARY** £65,000-£70,000 pa (depending on experience)

**REPORTING TO** COO dotted line to CEO

Are you passionate about cultivating a workplace where talent flourishes and purpose-driven individuals thrive?

Look no further! Premier is on a mission to help people encounter God through media, and we need a Director of HR to guide our incredible team.

# What you’ll be doing

* Lead the charge in developing and implementing Premier’s HR strategy, ensuring alignment with the organisation’s priorities. Dive into the world of HR information systems, explore new technologies, and shape Premier’s employer brand strategy to attract and retain the best talent.
* Be the HR compass, guiding our executive team and senior managers through the full employee lifecycle. From recruitment and onboarding to exit, you’ll ensure smooth operations.
* Use your interpersonal expertise to resolve conflicts and employee relations concerns with finesse.
* Exemplify our Christian ethos by fostering a work environment that reflects our values.

Premier thrives because of the many people who contribute their skills and passion to this ministry. Join us! You will cultivate a workforce of leading professionals who are motivated to achieve great things through collaboration.

## Ready to make a lasting Impact? Apply now and be the Director of HR that elevates Premier to new heights!



Job Description / Person Specification

# Mission of Premier Christian Communications

Premier exists to help people encounter God through media.

# Purpose of role

Premier thrives because of the many people who contribute their skills and passion to this ministry. This role will cultivate a workforce of leading professionals who are motivated to achieve great things through collaboration. Your insight and HR leadership will play a crucial role in ensuring Premier achieves its strategic objectives. You will bring a human touch to implementing HR policies and support employees in a way that aligns with Premier’s values and promotes Premier’s Christian ethos.

# Tasks and duties

## Operational

* Responsible for all aspects of the Human Resources function and be the point person to advise the executive team and senior managers, seeking external advice where needed
* Oversee the full employee lifecycle, from recruitment and onboarding to exit, including payroll and benefits application, ensuring smooth operational management
* Develop and implement HR policies, procedures, and guidelines as required, and promote consistency and fairness in their application. Ensure policies are clear and accessible to all staff and kept up to date
* Provide support and coaching to managers during probation periods, performance improvement plans, employee relations concerns, occupational health, etc. ensuring robust documentation is captured and HR policies and legislation is adhered to
* Support the wellbeing of all Premier staff including compliance to health and safety regulations at Premier’s offices and home working; organising appropriate procedures such as return to work interviews, Occupational Health Assessments, etc. with the Workforce Experience Manager
* Use interpersonal skills to intervene early and informally resolve conflicts and Employee Relations concerns before they escalate
* Provide Employee Relations advice and manage more complex Employee Relations cases: supporting managers through formal meetings, coaching less experienced HR staff to increase the department’s capacity to manage cases, involving external professionals where necessary
* Oversee compliance to HR legislation and carefully manage all risk, ensuring

communication, policies and contracts are all aligned. Liaise with HR lawyers and attend employment hearings as required

## Strategic

* Lead on the development and implementation of Premier’s HR strategy, ensuring it meets organisational priorities; periodically reviewing outcomes and adjusting it appropriately to meet changing organisational needs.
* Maintain and develop HR information systems and explore new technologies where appropriate – introducing and overseeing the preparation and analysis of HR metrics and providing feedback that supports decision-making in specified areas
* Lead the development of Premier’s employer brand strategy to attract new talent and retain current employees
* Implement best-practice recruitment strategies to secure top talent in a timely manner. Oversee the on-boarding processes and support managers through the probation period to ensure new starters settle and are the right fit for Premier.
* Design and cultivate succession plans and learning and development strategies to help employees develop in ways that align with Premier’s strategic direction. Ensure an appropriate range of tools, resources and development opportunities are accessible across the organisation
* Oversee performance appraisal, probationary review, and other performance feedback processes to ensure they are simple to use, effective and well adopted across the organisation
* Stimulate staff engagement and involvement, including coordinating happy hours, face-to- face social gatherings, and the use of staff surveys to temperature check with the support of the Workforce Experience Manager
* Manage the HR Budget including HR spending for support services across Premier, such as training and recruitment
* Manage the HR team and promote their professional development: facilitate ongoing performance management including, but not limited to; objective setting, identifying learning and development needs, coaching, and welfare
* This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements at any time

## Qualifications and experience

* Ideally a postgraduate degree holder in human resources or a similar discipline, or equivalent experience
* CIPD membership at Chartered or Fellow level or equivalent experience
* Excellent understanding and experience in managing employee relations cases
* Sound and up-to-date understanding of HR and organisational development practices, including change management, resourcing, compensation and benefits, policy development
* Proficient understanding of UK employment legislation and regulations
* Significant and proven experience of leading and managing HR functions
* Proven ability in developing and delivering HR/ people strategy
* Experienced leader and budget holder – having operated at a senior level in comparable organisations
* Strong understanding of best practice in recruitment, employee relations, people data management and reporting
* Experience acting as a Business Partner and Adviser to Managers and/or senior staff preferred

## Personal qualities / key attributes

* Lively, high performance individual who thrives in a fast-paced environment
* Commitment to the vision, mission and values of Premier
* Ability to think and plan creatively at strategic and operational levels
* Ability to balance a strategic approach with hands-on work
* Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance
* Able to build rapport and trust with staff and managers
* Overcome barriers and find solutions to complex problems, sometimes in challenging and stressful circumstances
* Sensitive to context, dynamics that can drive conflict, and power imbalances
* Both a strategic inspirer and a smooth operator - prepared to adjust approach
* Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility
* Political acumen, strategic vision, tactical skills, and leadership that will positively impact the organisation
* Commitment to respect and value equality and diversity
* Commitment to continuous learning and personal professional development

## Other requirements

* Able to work out of hours during any emergency or critical incident
* Able to travel to Premier’s London or Crowborough office as and when required
* This role has a genuine occupational requirement for the post holder to have a personal Christian faith



# Our Strategy and Values

## Premier’s Strategic Priorities

Throughout its history, Premier has consistently been at the forefront of innovation, breaking new ground

despite challenges and opposition. In today’s fiercely competitive market and challenging cultural landscape, technology provides us with new avenues to reach and serve spiritually hungry people globally.

Despite constraints such as our temporary office space with limited studios, Premier’s dedicated team, strong market position, solid reputation, and innovation form a robust foundation for future growth. This strategic direction sets the overall course and objectives for our organisation.

It is crucial for each Premier team member to understand how their role contributes to our strategic direction on a day-to- day basis. We want our employees to see the bigger vision and know why their contributions matter.

**Premier exists to help people encounter God through media.**

# Our Strategy and Values

## Premier’s Culture

The way we behave towards others and our work impacts whether or not we are effective. Ultimately, our culture

is shaped by our Christian ethos. Our history as a media organization has also shaped us in a uniquely dynamic way. When we use our values to make decisions, we make a deliberate choice to focus on what is important to us.

When our culture is embodied in our actions, it creates the environment for successful performance, sets the tone for other employees and helps to provide the best experience to those we serve.

# Premier people are

**Honest**

We tell the truth, admit mistakes and share credit

**Loving**

We serve, look after, forgive and encourage one another

**Excellent**

We create top quality work efficiently and strive to get things right

**Creative**

We find innovative ways to achieve our mission and problem solve

**Dynamic**

We adapt quickly to changing circumstances