

Job Description

Title:	Interim Head of People & Culture (12 Month Maternity Cover)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Chief People & Culture Officer
Purpose of job:	<p>As the Interim Head of People & Culture you will provide a full range of strategic and operational people support to the firm, working closely with your team members, partners and business services leaders. You will play a key role in the leadership of the People & Culture function, line managing the Senior Business Partners, Operations Manager, Talent & Development Manager, and DEI Manager. You will also line manage the Head of Practice Support and Head of Facilities on an interim basis.</p> <p>You will support the Chief People & Culture Officer in delivering our ambitious people strategy, fostering a high-performance culture driven by engagement that is fully aligned to the firm's commercial and strategic goals, in addition to ensuring operational excellence within the functions you oversee.</p> <p>You will also be responsible for the running of pre-agreed projects in line with the People & Culture team's business plan with a focus on; culture and values, engagement, performance and productivity, reward, diversity and inclusion, and wellbeing, and provide support and leadership to your direct reports.</p>
The People & Culture Team:	<p>As the Interim Head of People & Culture you will be supported by a fully complemented People & Culture team, comprising of Business Partners, People Operations, Talent & Development and DEI.</p> <p>The People & Culture team play a key role in delivering the Firm's business plan by attracting, developing, engaging, and retaining key talent. The team is inclusive, friendly and hard working. They are driven to provide high-quality client service and work collaboratively with each other to deliver the firm's complex and evolving needs.</p>

Main duties and responsibilities will include:

People & Culture Team Leadership

- Support the CPCO in the delivery of the people strategy aligning our work to key firm business priorities.
- Oversee the People & Culture team, providing line management and development, which will include regular one to one supervision meetings and bi-annual check ins with direct reports.
- Ensure strategic alignment across the People & Culture function, bringing teams together to collaborate on firm and team processes and projects.
- Act as the point of escalation for the Business Partnering, Operations, DEI, and Talent & Development teams, for sign off, queries and support.
- Assist the Recruitment Team, where required on initiatives relating to employer brand, talent attraction and the recruitment of fee earners, business services team members.
- Oversee the people teams internal communications around key processes and initiatives such as reward and recognition programs, engagement, DEI and wellbeing programmes.

Business Partnering

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- Continue to develop the strategic people business partnering approach within the firm focusing on talent strategy, workforce planning, coaching leaders and change management, championing and empowering the team to embed themselves within their allocated client groups.
- Act as a trusted advisor to senior leadership on people-related matters including organisational design, workforce planning, and employee relations.
- Ensure a consistent approach and effective communications both within the business and the People & Culture team with feedback and insights being fed back in centrally.

People Operations & Engagement

- Working closely with the People Operations Manager, ensure the People team's operational processes are not only compliant, but efficient, effective and completed on time.
- Ensure team and firm compliance with employment law and regulatory requirements on people related matters.
- Continue to develop, track and report on key people related metrics proving the Senior Leadership team with insightful people analytics with insights and recommendations,
- Continue to develop the firm's approach to engagement as a strategic lever for performance, by fully utilising the firm's engagement platform (CultureAmp) including the production of engagement action plans.
- Oversee the management of the People & Culture team budgets.
- Have oversight of the firm's annual benefits renewal processes, led by the People Operations Manager

Reward & Recognition

- Oversee the annual reward benchmarking exercise and the firm's annual reward review process, ensuring alignment to the firm's approach to talent management, retention, performance management and reward.

Diversity, Equity & Inclusion

- Support the DEI Manager in delivering impactful initiatives that foster an inclusive and equitable workplace, aligned to the people strategy.
- Ensure the firm's talent, reward and operational practices are fair, equitable, and aligned with the firm's values and DEI commitments.

Talent & Development

- Support the Talent & Development Manager in embedding a culture of continuous learning and professional growth through the firm's catalogue of training programmes.
- Work with the Talent & Development Manager on developing the firm's approach to talent management activities such as succession planning, promotion processes and delivering coaching to partners and managers to increase performance management capability through the Business Partnering team.

Data, Policies & Projects

- Monitor and analyse the available People related data (including engagement surveys, wellbeing survey results, turnover, absence etc) to support data driven insights and decisions.
- Oversee the delivery of the People & Culture team's regular Management reports.
- Develop, implement and maintain People policies, procedures, guidance and systems, ensuring they are comprehensive and up-to-date.
- Work closely with the Data team in delivering the People data business cases, for the benefit of the team and the firm.

Firmwide

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- Ensure effective delivery of Central Operations and Practice Support services
- Lead and develop projects to support the People Business Plan and wider firm strategies, initiating ideas and writing project proposals for consideration by the firm's Senior Leadership Team
- Represent People & Culture on relevant committees, including the Operational Management Team, AI Committee & Client Onboarding

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Interim Head of People & Culture

	<u>Essential</u>
Education/Qualification:	<ul style="list-style-type: none"> Professional HR or business qualification (level 7 CIPD/MA/MBA) or equivalent demonstrable experience
Knowledge and Technical Ability:	<ul style="list-style-type: none"> Demonstrates extensive experience within a senior generalist People leadership role, preferably within a partnership Has a demonstrable track record of building or developing a People team, and People projects ideally within a professional, financial or legal services market (or similar) Demonstrates excellent leadership/ management skills and attributes; upskilling and empowering others to deliver objectives with clear vision, guidance and role modelling behaviour Has demonstrable expertise across multiple People disciplines and teams, including talent, development, employee relations, performance, DEI and operations Ability to provide both high level strategic and hands on operational support Excellent project management skills, ensuring projects are delivered on time, to budget and at a high standard Continually develops their own knowledge and skills to meet the demands of the role by keeping up with best practice and working with peers outside of the firm
Client Care:	<ul style="list-style-type: none"> Proven ability to gain credibility at all levels quickly with excellent relationship management and influencing skills Actively listens to understand; questions and challenges ideas appropriately Adept at building relationships with key clients and understanding their specific requirements; gathering feedback and tailoring KN strategies accordingly Conveys ideas, facts and opinions in clear and understandable terms, with impact and diplomacy Responsive and supportive when working with internal stakeholders across all levels
Firm Wide Skills:	<ul style="list-style-type: none"> Acts as a leader within the firm to help drive its vision and strategic goals, bringing together legal and technological experts Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions Has a strong understanding of the importance of GDPR, confidentiality, and information security Promotes the sharing of best practice and knowledge across the firm IT literate and comfortable using MS Office, with experience with HR systems, people analytics and data
Attributes:	<ul style="list-style-type: none"> Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines Commercially minded and pragmatic thinker, with high levels of emotional intelligence Acts as a role model for inclusive management and leadership - encourages an open culture of feedback and improvement Adopts a growth mindset to innovation and change, and encourages this in others Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.