

Helpdesk Report: Head of People Operations

by

Incomes Data Research

November 2022

This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Head of People Operations

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable 'triangulation' of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Head of People Operations.

2.1.1. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Similar roles in the NHS are typically employed on Band 8a and the current salary range is between £48,526 and £54,619 or Band 8b with a current salary range between £56,164 and £65,262 a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,888 and a maximum payment of £7,377;

- Outer London – 15% of basic salary, subject to a minimum payment of £4,108 and a maximum payment of £5,177;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,136 and a maximum payment of £1,915.

2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.¹

HR job family, whole economy, job level 8

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 8	68	£47,416	£54,624	£61,324	£55,183

Source: IDR Pay Benchmarker.

HR job family, public sector, job level 8

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 8	31	£46,194	£50,842	£56,105	£51,247

Source: IDR Pay Benchmarker.

¹ Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1.Data and summary

Head of People Operations - job advertisements

Reference ID	Organisation	Job title	Min £pa	Max £pa	Location
ID699	Ideal World	Head of HR	£50,000	£50,000	Peterborough
ID700	Redsquid Communications	Head of People	£60,000	£65,000	Borehamwood
ID702	Streetspace	HR Manager	£48,000	£55,000	Hythe
ID703	Department for International Trade	Employee Engagement Lead	£47,981	£60,129	London
ID704	Office for National Statistics	Lead HR Business Partner	£51,055	£54,055	London

3.2.Job advertisements

The following pages present the job advertisements for the above vacancies.



Head of HR

Ideal World Limited

Peterborough PE1

£50,000 a year - Full-time

Ideal World Limited



 17 reviews

Read what people are saying about working here.

You must create an Indeed account before continuing to the company website to apply

[Apply now](#)

Job details

Salary

£50,000 a year

Job type

Full-time

Full Job Description

As **Head of HR** for our growing business, you will take a lead role in formulating and delivering the HR strategy across all aspects of the function from recruitment & retention to training & development to compensation and benefits.

You will be visible, approachable, and motivated to provide an exceptional experience to stakeholders. We are looking for a 'do-er', someone who can confidently action the strategy, prioritise multiple tasks within a busy workload, and provide true HR business partnership to all parts within the organisation. Leading a team comprising of HR Advisors, Payroll & an HR Assistant.

The successful candidate will ideally be CIPD level 7 qualified with consultation and TUPE experience. Strong stakeholder management skills are required along with the ability to professionally challenge and work well under pressure. Finally, the successful candidate must be comfortable working effectively at pace at both strategic and operational levels.

About Us

Ideal World is one of the UK's leading multi-channel home shopping retailers, selling a range of exciting and innovative products. Everything from products for the home and garden, to kitchen and technology goods, through to health and beauty and craft buys, we believe there is no limit to your imagination and we are committed to finding our customers the best deals, products and prices on the market.

It's an exciting time to join us! We've recently been acquired by Hamish Morjaria, an entrepreneur and private investor. Hamish is really keen to bring in new brands and offers and is looking to help this much-loved UK business meet its true potential.

Ideal World Limited is committed to promoting diversity and providing equal opportunities in all areas of our business from recruitment, employment and career progression to learning and development, and aims to establish an inclusive culture free from discrimination and based on the values of fairness,

dignity and respect.

We aim to ensure that all applicants, employees, workers, contractors and visitors (including suppliers) will receive equal treatment regardless of age, disability, gender re-assignment, marital or civil partner status, pregnancy and maternity, race, colour, ethnic or national origin, religion or belief, sex or sexual orientation.

Job Type: Full-time

Salary: £50,000.00 per year

Hiring Insights

Job activity

Posted 1 day ago

Ideal World Limited
[original job](#)

Report job

Head of Human Resources jobs in Peterborough

Jobs at Ideal World in Peterborough

Head of Human Resources salaries in Peterborough

[Hiring Lab](#) [Career Advice](#) [Browse Jobs](#) [Browse Companies](#) [Salaries](#) [Indeed Events](#)

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Head of People

Redsquid Communications

Borehamwood WD6

£60,000 - £65,000 a year - Full-time, Permanent

Apply now

Job details

Salary

£60,000 - £65,000 a year

Job type

Full-time

Permanent

Benefits

Pulled from the full job description

Childcare

Company events

Company pension

Free parking

Gym membership

On-site parking

[Show 5 more benefits](#)

Full Job Description

We are looking for a passionate Head of People to support our growth journey.

Reporting to the CEO and a part of the Leadership Team, the Head of People will develop and implement the overall people and talent strategy. This person will help us develop hiring strategies to find the best technology-driven talent, upskill our team through comprehensive training and development plans, and champion employee engagement.

This year has been transformational for our organisation as we have won the 'Reseller of the Year' award. The successful HR candidate will take the lead on building and developing a prize-winning working culture, refining and shaping the processes and practices across the entire 'people' spectrum. So we as a team and organisation can be better every year!

About the job

- Location Borehamwood, Hertfordshire
- Permanent, Full-time or Part time
- Monday to Friday: 37.5 hours per week (9am – 5.30pm)
- Start as soon as possible
- Salary- £60,000 - £65,000 + 5K Bonus

Duties & Responsibilities

- Working with the board to shape the organisation structure to support the businesses growth targets.
- Provide the organisation with a full generalist HR advice and guidance. Overseeing the full employee lifecycle, you will be guiding line managers through a variety of situations.
- Create a people strategy, developing our employee experience, employer brand, culture, internal communications, HR infrastructure, etc., all to drive high performance across the business.
- Align a Talent Management strategy, focusing on attraction, development and retention
- Leading 'Values Led Engagement' initiatives by displaying and promoting these behaviours which are critical to their continued success, appropriately appraising engagement levels and focusing on improvements as the business continues to grow.
- Auditing levels of training and capability to build the training matrix, developing L&D plans for all employees to ensure continued skill set development across the business.
- Drive continuous learning initiatives with the desire to experiment with cutting edge research and implement new practices.
- Utilising and pushing engagement via the company HR Platform.
- Collating monthly payroll for completion by the outsourced payroll company.
- Develop and implement a people strategy which focuses on
 - Talent attraction/retention
 - People engagement/development
 - Creating a fit for purpose working environment/culture
- Ensure people policies and processes are aligned with the new people strategy.
- Review and develop a remuneration system.
- Effective leadership of the HR function
- Active headhunting when required and recruitment management including interviewing candidates.
- People management and general hr admin day to day duties
- Working closely with finance, planning and executing a HR Budget
- Involvement in day to day employee relation activities

Skills And Experience Required As Sales Admin

- Previous track record leading HR function
- Must be commercial and be able to work with a budget
- Minimum 3 years in a similar role
- Must be a HR generalist that has experience of recruitment, training, L&D and has proven experience implanting a people culture throughout a business
- Passionate and self-motivated
- Should be confident in working at a senior level whilst balancing the need for a sleeve rolled up" approach that is required in a business of this size

Benefits

We value our employees and are committed to providing them with a workplace which is both safe and secure.

Likewise we create an environment where every employee is treated fairly, with respect and importantly equal opportunities for all.

Read more about our employee commitment on our careers page, and find some of our benefits here:

- 24 days annual leave entitlement (Increase on years' service up to 29)

- Additional day off for your Birthday
- Buy/sell back holiday scheme
- Private Health Insurance with discounted perks;
- Bupa Dental Plan
- Eye care contribution
- Pension scheme
- Staff Incentives and recognition

Job Types: Full-time, Permanent

Salary: £60,000.00-£65,000.00 per year

Benefits:

- Childcare
- Company events
- Company pension
- Free parking
- Gym membership
- On-site parking
- Private medical insurance
- Referral programme
- Sick pay
- Wellness programme
- Work from home

Schedule:

- Monday to Friday

Supplemental pay types:

- Yearly bonus

Application question(s):

- Covering Letter

Work Location: One location

Reference ID: RSSalAd

Hiring Insights

Application response rate: **60%**

Hiring **1** candidate for this role

Job activity

Posted 30+ days ago

Report job

Jobs at Redsquid Communications in Borehamwood

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HR Manager

Streetspace Ltd

Hythe

£48,000 - £55,000 a year - Full-time, Permanent

Streetspace Ltd



 8 reviews

Read what people are saying about working here.

[Apply now](#)

Job details

Salary

£48,000 - £55,000 a year

Job type

Full-time

Permanent

Qualifications

- HR: 3 years (Preferred)

Benefits

Pulled from the full job description

[Company pension](#)

Full Job Description

With strong growth in existing and new sectors across the business, we have a new opportunity for an HR professional to join the Streetspace management team.

Working closely with key stakeholders, you will bring your knowledge and experience as a positive influencer to create and drive HR strategy alongside tactical day to day leadership.

This is an exciting opportunity to develop the HR function at Streetspace and we are looking for a professional keen to evolve with the business. Potential for HR Director progression.

What The Role Involves

- Lead the HR function, developing effective relationships at all levels to embed best practice.
- Support the Directors in the design and implementation of the appraisal process cycle to support the development of all colleagues.
- Support the recruitment process, partnering with Directors and Managers to fill vacancies with agreed timeframes, including the creation of job specifications, management of jobsites and participation in key interviews.
- Manage all aspects of Human Resources including payroll, time-off, onboarding/offboarding and employee data management
- Assist in the development of standard operating procedures to create consistent policies and processes.
- Establish and maintain the company training plan to ensure all colleagues receive the appropriate training and development for their role.
- Develop the Colleague Engagement Survey process ensuring that appropriate Action Plans are in place to address key feedback.
- Manage employee relations to ensure all dispute resolutions, disciplinarys and grievances are dealt with in accordance with company policy and best practice

About You

- Able to demonstrate strong interpersonal skills that build confidence, trust and respect across all levels of the organisation
- Visible, approachable and highly effective presence within the organisation as a champion of Streetspace values and behaviours
- Demonstrate a commercial focus with the ability to take a proactive approach to problem solving
- Able to demonstrate experience in HR management at senior level. The ideal candidate will have been involved with in multi-site manufacturing and construction environments working with agency, full time and contract employees.
- Experience of delivering successful Colleague Engagement initiatives across an organisation
- Exceptional communication skills together with proven leadership capabilities
- Minimum CIPD Level 5 or equivalent with a solid knowledge of employment legislation and its application.
- Organised and driven to achieve efficiency with experience of establishing and managing HR systems and databases and in developing, monitoring and driving key measures.

Salary & Benefits

Based at our Head Office in Hythe, this is a full time position with a competitive salary and benefits, great workspace, facilities and a friendly, open working environment.

- £48K-£55K
- 24 Days Holiday (+ Bank Holidays)
- Auto Enrolment Pension Scheme
- Opportunity to develop within the business as the role progresses

Streetspace Group are leading manufacturers of innovative product systems for community recycling, sustainable travel infrastructure and public open space creation. With over 100 staff in East Kent, we are a dynamic team offering genuine opportunities to progress your career.

If this sounds like it could be the next move for you, please apply online on the link below or forward your covering letter and CV via the careers page on our website!

Job Types: Full-time, Permanent

Salary: £48,000.00-£55,000.00 per year

Schedule:

- Monday to Friday

Ability to commute/relocate:

- HYTHE: reliably commute or plan to relocate before starting work (required)

Experience:

- HR: 3 years (preferred)

Work Location: One location

Hiring Insights

Hiring **1** candidate for this role

Job activity

Posted Today

Report job

[Human Resources Manager jobs in Hythe](#)

[Jobs at Streetspace in Hythe](#)

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Employee Engagement Lead

Department for International Trade

Apply before 11:55 pm on Thursday 24th November 2022



Department for
International Trade

Reference number

250686

Salary

£47,981 - £60,129

National: £47,981 - £56,396; London: £51,714 - £60,129

Job grade

Grade 7

Contract type

Permanent

Business area

DIT - COO: Human Resources

Type of role

Communications / Marketing
Project Delivery

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

1

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Location

Darlington, London

About the job

Job summary

This an exciting time to work for the Department for International Trade, as the UK continues to develop its trade policy, and negotiate trade deals with countries around the world.

This is a challenging role within our Employee Experience Team requiring strong communications skills and an in-depth understanding of how employee engagement, and employer brand can influence the experience of employees and attract and retain the right talent.

As Employee Engagement Lead you will report to the Head of Employee Experience who oversees work on inclusion, engagement and communications. This specific role will provide leadership and expertise on internal and external employee engagement activities, including:

- Employee value proposition (EVP)

- Employer Brand

- Internal HR Communications

- Annual People Survey and Pulse Surveys

We're passionate about our people, so we've developed an Employee Value Proposition (EVP) to help our employees understand our employment offer. We're also developing a strong employer brand to show potential candidates what it's really like to work at DIT, so they know what's expected of them and what they can receive in return. For our EVP and Employer Brand to be effective, existing colleagues need to recognise and identify with them so we're constantly working on ways to maintain high levels of employee engagement and developing innovative ways to let them know what we can do for them in return for their hard work and commitment. The People Survey gives us a rich source of insight into our peoples engagement and DIT are committed to acting on that feedback and improving our overall employee experience.

So, if you love to make a difference to people's working lives and can bring your passion to make things happen, an eye for detail and thrive in handling competing priorities, we'll support you with a comprehensive learning offer and a diverse portfolio of work to help you develop your career.

Job description

This is an expert role within the Employee Experience Team.

Key accountabilities:

To lead on Employee engagement both internally and externally, ensuring DIT's People Strategy is supported by:

- Annual People Survey and pulse surveys

- Employee value proposition

- Employer Brand

- Internal HR Communications

To oversee the end-to-end delivery of the People Survey for the department, including engagement with senior stakeholders on key design elements, working with Communication colleagues on an end-to-end communications campaign, liaising directly with the Cabinet Office to meet set deadlines and utilise best practice, and working with Analyst colleagues on key result analysis and cascade.

To coordinate the departmental Engagement Advocates Network and support the DIT values through a network of people engagement representatives, using the annual People Survey insight to champion employee engagement activities locally in the business across different directorates and locations in DIT.

Develop, maintain and communicate a strong employer brand which is recognised and supported by DIT colleagues.

Maintain, review and communicate DIT's Employee Value Proposition, ensuring it remains relevant to the organisation and its mission, vision and values.

Work closely with colleagues in HR and Communications to ensure that HR related communications are carefully planned, coordinated, delivered, and evaluated, aligned with the internal communications strategy and the HR People Strategy. Including but not limited to the People Strategy pillars and EVP: Thriving at Work, An Inclusive Culture, Enabling Opportunities and One DIT.

Providing professional communications and engagement advice to HR colleagues, leading design of communication approaches, products, and interventions to support policy delivery.

Possible line management of a small team.

Hybrid working

The role will be based in either Darlington or London. You will be asked to express a location preference during the application process.

Please be aware that this role can only be worked from within the UK and not overseas.

Informal hybrid working arrangements will be available as agreed with the vacancy manager and in line with the requirements of the role.

Most DIT employees will be working a hybrid pattern, spending 2-3 days a week (pro rata) in an office, on average. If your office location is London, you will be eligible to receive London weighting.

Appointments will be made to candidates in merit order based on location preferences.

Support in applying for our vacancies is available by joining a virtual [Candidate Support Session](#). These sessions include helpful tips and advice on the recruitment process, from application to interview.

What is it like to work for DIT?



Person specification

Essential Criteria

Knowledge of employee engagement and experience survey work, including developing recommendations and insights and managing networks

Proven experience in employer branding, marketing or communications

Ability to lead creative direction to enhance our employer brand and engage our target audiences

Ability to work at pace and collaboratively with stakeholders and colleagues outside of own function, and an ability and interest in pulling together themes, ideas and research into clear delivery plans and outputs

Strong communication skills – the post holder must have the ability to draft good content, influence senior stakeholders and provide challenge when needed

Leadership - ability to deliver through others

Desirable Criteria

Ability to engage with a large, complex, multi-site organisation within the UK or dispersed worldwide

Personal Attributes & Skills

You'll be someone known for coming up with ideas and seeing possibilities where others might not. Your great ideas will need to be balanced with a sensible approach to risk. Our reputation matters, so you'll have an eye for detail and an instinct for how to land messages effectively to different audiences.

You'll be confident at clearly setting out delivery plans to produce quality outcomes and setting clear roles and responsibilities for partners to deliver against them. As you'll be working with many people with differing views of what is important, you'll need tact and diplomacy to challenge sensitively and a genuine desire to work with across several teams to deliver your work.

There is always a lot to do, and sometimes not the time to do it all so you'll need to make good choices on what you tackle and comfortable working to sometimes quite demanding deadlines and sufficiently resilient to cope with ambiguity or changing priorities as these can change quickly.

Behaviours

We'll assess you against these behaviours during the selection process:

Changing and Improving

Delivering at Pace

Working Together

Communicating and Influencing

Benefits

Learning and development tailored to your role

An environment with flexible working options

A culture encouraging inclusion and diversity

A Civil Service pension with an average employer contribution of 27%

Things you need to know

Selection process details

This vacancy is using Success Profiles, and will assess your Behaviours and Experience.

We are closely monitoring the situation regarding the coronavirus, and will be following central Government advice as it is issued. There is therefore a risk that recruitment to this post may be subject to change at short notice. In addition, where appropriate, you may be invited to attend a video interview.

Please continue to follow the application process as normal and ensure that you check your emails regularly as all updates from us will be sent to you this way.

Sift will take place week commencing 28th November 2022.

Interviews will take place week commencing 5th December 2022.

As part of the application process you will be asked to complete a CV and a personal statement.

Please align your CV with previous skills and experience. Maximum of 2 A4 pages.

Please submit a personal statement outlining how you meet the criteria and personal attributes for the role. Maximum word count of 750.

In the event that there is a high volume of applications, a short sift will be conducted based on: CV

If successful and transferring from another Government Department a criminal record check may be carried out.

In order to process applications without delay, we will be sending a Criminal Record Check to Disclosure and Barring Service on your behalf.

However, we recognise in exceptional circumstances some candidates will want to send their completed forms direct. If you will be doing this, please advise Government Recruitment Service of your intention by emailing Pre-EmploymentChecks.grs@cabinetoffice.gov.uk stating the job reference number in the subject heading.

New entrants are expected to join on the minimum of the pay band.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5 year period following a dismissal for carrying out internal fraud against government.

Please note – the successful candidate will be expected to remain in post for a minimum of 18 months before being released for another role.

The Department for International Trade embraces and values diversity in all forms. We welcome and pride ourselves on the positive impact diversity has on the work we do, and we promote equality of opportunity throughout the organisation.

Please note – harmonised terms and conditions are attached. Please take time to read the document to determine how these may affect you.

Further Information

A reserve list may be held for a period of 12 months from which further appointments can be made.

Any move to the Department for International Trade from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>

Reasonable Adjustment

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should:

Contact Government Recruitment Service via [ditrecruitment.grs@cabinetoffice.gov.uk](mailto:ditreruitment.grs@cabinetoffice.gov.uk) as soon as possible before the closing date to discuss your needs.

Complete the “Assistance required” section in the “Additional requirements” page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you’re deaf, a Language Service Professional.

If you are experiencing accessibility problems with any attachments on this advert, please contact the email address in the 'Contact point for applicants' section.

Vetting Requirements SC

All security clearances require you to provide evidence of your UK footprint where you have been physically present in the UK.

The requirement for SC clearance is to have been present in the UK for at least 3 of the last 5 years.

Failure to meet the residency requirements will result in your security clearance application being rejected.

If you require SC clearance you will need to provide evidence of the below requirements.

Checks will be made against:

- Departmental or company records (personnel files, staff reports, sick leave reports and security records)

- UK criminal records covering both spent and unspent criminal records.

- Your credit and financial history with a credit reference agency

- Security Services records

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is security check.

[See our vetting charter.](#)

People working with government assets must complete basic personnel security standard checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of Commonwealth countries who have the right to work in the UK

- nationals of the Republic of Ireland

- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS).

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Further information on nationality requirements

Working for the Civil Service

The Civil Service Code sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Apply and further information

This vacancy is part of the Great Place to Work for Veterans initiative.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. Read more about prison leaver recruitment.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Tasha Dhillon

Email : Tasha.dhillon@trade.gov.uk

Recruitment team :

Email : ditrecruitment.grs@cabinetoffice.gov.uk

Further information

Our recruitment process is underpinned by the principle of appointment on the basis of fair and open competition and appointment on merit, as outlined in the Civil Service Commissioners' Recruitment Principles.

If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact DIT by email: Resourcing@trade.gov.uk.

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.

For further information on bringing a complaint to the Civil Service Commission please visit their web pages: Click here to visit Civil Service Commission/Complaints



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Lead HR Business Partner

Office for National Statistics

Apply before 11:55 pm on Thursday 24th November 2022



Reference number

247083

Salary

£51,055 - £54,055

National: £51,055 / London: £54,055

Job grade

Grade 7

Contract type

Permanent

Business area

ONS - Corporate Services - People and Business Services - Strategy and Organisational Effectiveness

Type of role

Human Resources

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

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Location

We operate a hybrid working model and fully support flexibility with colleagues already based across the UK working from home and linked to one of our core locations in **Newport, Titchfield (Fareham), London, Manchester, or Darlington**.

For this role you will be linked to one of the core locations, the frequency of attendance at our offices is agreed with you as relevant to your role.

About the job

Job summary

Do you have sound knowledge and experience across HR? Are you a confident coach and mentor to senior leaders, with experience of designing and delivering change programmes?

The Office for National Statistics (ONS) is the UK's largest producer of official statistics, covering a range of key economic, social and demographic topics. These include measuring changes in the value of the UK economy, estimating the size, geographic distribution and characteristics of the population, and providing indicators of price inflation, employment, earnings, crime and migration.

The ONS People and Business Services (PBS) Directorate is at the forefront of implementing industry-leading, game-changing people practices. Double CIPD award winners, our commitment to improving people fundamentals is coupled with our drive towards more innovative approaches enabling us to attract, nurture and retain the best.

As Lead HR Business Partner (HRBP) you will be at the forefront of driving improvements in our people practices embedding the ONS Strategy and People Plan in the business areas.

The successful candidate will be offered a permanent contract; however this is a programme funded role and funding is in place until 31/03/2025. Please see attached the full terms and conditions.

Job description

Our HR Business Partner team are the critical connection between the business area leadership and the wider HR centres of expertise, and are instrumental in ensuring that that we have the right people plans in place to deliver, while being a brilliant and inclusive place to work.

The Lead HRBP role is the bridge between the business and People Centre of Expertise (COE) colleagues. Developing strong working relationships with Director Generals, Directors and wider Senior Leadership teams, this role will provide HR evidence-based insight, develop local solutions to business issues, and provide key input into the development of HR and people strategies.

To support the delivery of the organisation's People Plan, Lead HRBPs will also be accountable for the delivery of complex cross-organisational HR projects, collaborating with wider PBS colleagues, and managing expectations of the PBS Senior Leadership Team to deliver our People Plan priorities.

Responsibilities

Build trusting, strong and influential relationships with senior stakeholders to provide appropriate challenge, ensuring that people issues and impacts are fully considered across delivery areas, major programmes and professions.

Developing opportunities to influence change across business areas to support the implementation of large scale transformation, change and transition activities, including organisation design and consultation, ensuring equality, inclusion and diversity impact is considered.

Ability to horizon scan within your business areas, develop and implement new ideas within their own work area; considering impacts on the wider HR team and/or wider organisation using a variety of evidence based information.

Analysing and developing strategic insight from various HR and business analytical sources and other feedback to present evidence-based insights and solutions.

Project managing change initiatives, using project management techniques where appropriate, to ensure that the workstream remains on track across time, resource and quality measures.

Providing leadership of other team members through direct or matrix management, ensuring priority projects and outputs are delivered, and acting as an inclusive role model for the wider team.

Continuously seeking business insight and feedback across the organisation to support the development and continuous improvement of HR policies, processes and tools in a collaborative manner.

Contributing specialist subject matter HR advice to programmes that support strategic initiatives in the business.

Person specification

Essential

Previous experience of designing and supporting large-scale change programmes within complex organisations.

Experience of providing operational and strategic HR advice, with the ability to build and manage relationships at all levels.

Ability to drive agreed people priorities within business areas through influencing and collaborating with senior leaders on key people issues and impacts.

Able to confidently coach and mentor senior leaders to be adaptive in their leadership to achieve an engaged workforce and to improve business efficiency. This includes bringing an element of robust

challenge where appropriate.

Demonstrates strong communication ability in providing insight to business area colleagues to influence senior leaders in the delivery of strategic people initiatives.

Desirable criteria:

Chartered Member of CIPD or CIPD qualified (level 5) and working towards, or willing to work towards Chartered status within 18 months.

Behaviours

We'll assess you against these behaviours during the selection process:

Changing and Improving

Communicating and Influencing

Seeing the Big Picture

Working Together

Delivering at Pace

Technical skills

We'll assess you against these technical skills during the selection process:

People data literacy

Benefits

The [Office for National Statistics](#) is part of the Civil Service, and as such we share a number of key benefits with other departments, whilst also having our own unique offerings to support our 5000+ valued colleagues across the business.

Whether you are hearing about us for the first time or already know a bit about our organisation, we hope that the benefits pack attached (**bottom of page**) will give you a great insight into the benefits and facilities available to our colleagues, and our fantastic working culture.

We are an organisation that takes well-being seriously and lives and breathes the desire to modernise the workplace of the future. Everyone, from our office-based colleagues across our office sites, to our field interviewers and airports and ports passenger survey teams, are part of a diverse and inclusive family.



Inclusion & Accessibility

At ONS we are always looking to attract the very best people from the widest possible talent pool, and we are proud to be an inclusive, equal opportunities employer. As a member of the Business Disability

Forum and a Disability Confident Leader we're committed to ensuring that all candidates are treated fairly throughout the recruitment process.

As part of our application process, you will be prompted to provide details of any reasonable adjustments to our recruitment process that you need. If you would like to discuss any reasonable adjustments before applying, please contact the recruitment team in the first instance.

If you would like an accessible version of any of the attachments or recruitment documents below or linked to in this advert, please contact the recruitment team who will be happy to assist.

Things you need to know

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours, Experience and Technical skills.

The ONS regularly run webinars and support sessions for candidates. You can find details on all our upcoming webinars on our [Eventbrite page](#).

Assessment at application stage will be based on your work history and personal statement. Your application should be tailored to demonstrate any skills, knowledge and experience that are relevant to the content of the role.

Your personal statement should be no longer than 1250 words. You should use this space to provide evidence for each essential criterion within the person specification. As the criteria are scored, we would recommend that you give clear examples for each including the impact of your actions. Success Profiles Behaviour examples are not required at this stage.

In cases where there is a high number of applications the sift pass mark may be adjusted and candidates will be invited to interview in merit order, i.e., those scoring the highest.

Should you be invited to interview, you will be assessed using various assessment techniques aligned to the Civil Service Success Profiles, where you'll be assessed against all the behaviours outlined in the advert as well as against the technical areas listed in the advert.

A presentation may be required at interview. Further information will be provided to successful candidates prior to interview.

Interviews will be held with those who pass the sift via video conferencing.

A reserve list may be held for a period up to 12 months from which further appointments may be made.

Sift will take place – From 28th November 2022

Interviews will take place – From 8th December 2022

Dates are subject to change

For the full terms and conditions of the post, please see attachment below.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Carrie Rodgers

Email : Carrie.Rodgers@ons.gov.uk

Recruitment team :

Email : RecruitmentOperations@ons.gov.uk

Further information

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance, you should contact recruitment.complaints@ons.gov.uk. If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#)

