



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

Head of HR

The Honourable Society of the Middle Temple – City of London
18 month FTC. Salary range: £47-50k plus excellent benefits

The Inn

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including accommodation, dining facilities, a library and other training. The HR function supports and advises all of the Inn's staff as well as the Council of the Inns of Court (COIC), approximately 130 employees and workers in total.

The role

This is an exciting opportunity to lead the HR function of a truly unique organisation. We are looking for someone to work collaboratively with the Chief Executive and Directors, Heads of Department and staff to design and implement HR strategies. You will be driving through improvements to HR policies and practice, as well as providing expert advice to managers and staff in all aspects of HR. You must be an excellent communicator with the ability to influence, persuade and convince. You must also be able to build strong relationships with people across the Inn. The ideal candidate will have held a similar position and have experience of the not for profit sector.

How to apply

If you wish to apply please send your CV and a covering letter explaining why you would like the job to recruitment@middletemple.org.uk. The closing date for applications is **16 July 2015**. Please note that you must be available to interview on week commencing **20th July 2015**.

Middle Temple is an Equal Opportunities employer.

JOB DESCRIPTION

Job Title:	Head of HR
Department:	Treasury
Reporting to:	The Under Treasurer
Responsible for:	HR Adviser Finance & HR Assistant (dual report with Finance)
Location:	The Honourable Society of the Middle Temple
Hours of work:	Full time – 40 hours per week
Tenure:	18 months fixed term contract
Key Objective(s):	To lead the HR function at Middle Temple, providing a strategic, effective, proactive and positive HR service that actively supports the Inn. To work collaboratively with Directors, Heads of Department to design and implement HR strategies that support the business. Drive improvements to HR policies, procedures and processes, and provide an integrated HR approach across the Inn.

Background

Middle Temple is one of the four Inns of Court, responsible for Calling men and women to the Bar of England & Wales and for supporting Barristers in the early stages of their professional career. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan dining hall, meeting rooms, a renowned legal library, a large garden and the historic Temple Church. The Inn has approximately 7,500 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

The Under Treasurer is the Inn's Chief Executive Officer, with overall responsibility for the management and delivery of all the Inn's activities, who is supported by approximately 100 staff including a senior management team responsible for the following areas: Finance, Education, Estates, Events, Library, Archive, and IT.

Main duties are to:

- Working closely with the Chief Executive and Senior Management Team, develop and implement the Inn's HR strategy, ensuring that it supports and is fully integrated with the business strategy of the Inn.
- Work collaboratively with senior managers to optimise the performance and impact of their teams through effective leadership, organisational design, performance management and workforce strategy.
- Review HR policies, processes and procedures for the full employee lifecycle, from recruitment to exit.
- Provide expert advice and guidance to managers in all aspects of HR, e.g. in relation to workforce planning, recruitment, performance management, talent management and employee relations issues.
- Provide recruitment support for all departments of the Inn.
- Develop and deliver (in some cases via outsourced providers) a rolling training programme for the professional development of directors and managers – coaching, supporting and guiding directors and managers in all aspects of people management and HR issues.
- Deliver all HR projects as agreed with the Chief Executive, within agreed timescales and budget allocations.
- Review the Inn's compensation and benefits schemes, ensuring market competitiveness.
- Oversee all aspects of HR administration and processes for the Inn's employees and casual staff.
- Line-manage the Finance and HR Officer and HR Adviser, ensuring they are motivated, developed and supported in their roles. Proactively plan and manage the HR budget (including centralised training and recruitment costs), ensuring all the while that service levels remain consistent whilst maintaining or reducing cost where possible.
- Ensure continued compliance with employment legislation; instruct the Inn's employment lawyers in relation to specific cases.
- Attend senior management and other meetings as appropriate where relevant to HR-related issues.
- Undertake any other duties that may be required from time to time commensurate with skills and experience.
- Adhere to the Inn's data protection and freedom of information policies and procedures as they apply to HR matters.
- Work with the Inn's Information Governance & Records Manager (when appointed) to ensure compliance with the Inn's records management policies and procedures as they apply to HR matters.

Person specification:

	Essential	Desirable
Qualifications	<p>University degree or equivalent experience/qualifications.</p> <p>CIPD qualified (chartered member) or equivalent.</p>	<p>Management qualification (e.g. masters degree in HR related subject).</p>
Background/experience	<p>Experience of working in a not-for-profit or similar sector, able to demonstrate a good understanding of the challenges and opportunities within such environments</p> <p>At least 3-5 years' experience of the HR function at management level or able to demonstrate relevant managerial skills.</p> <p>Thorough practical knowledge of current employment law and experience of applying it in a not-for-profit and/or commercial context.</p> <p>Experience of developing and implementing performance management, L & D, talent management, succession planning.</p> <p>Significant experience of change management projects, particularly restructuring.</p>	<p>Experience of working in a charity with a complex governance structure would be advantageous.</p> <p>Experience working within a membership organisation and/or organisations with an established heritage would be advantageous.</p>
Skills	<p>Flexibility and the ability to work with employees at all grades.</p> <p>Proven ability to drive and manage change.</p> <p>Excellent communication skills, both written and oral, at all levels of the organisation; able to articulate issues in clear and concise manner.</p> <p>Ability to influence, negotiate and persuade.</p> <p>Ability to think strategically, innovatively and creatively to plan forwards and to solve problems.</p> <p>High-level organisational, planning and administrative skills with the ability to manage conflicting and competing demands effectively. Highly proficient in all Microsoft programmes, particularly Word,</p>	

	Outlook and Excel.	
Personal qualities	<p>Good, strong working relationships developed at all levels within the organisation and with external suppliers.</p> <p>Ability to instil confidence at senior levels (Board of Directors).</p> <p>Passion to deliver an effective, efficient, and excellent HR service.</p> <p>Positive and proactive approach.</p> <p>Confident, articulate, highly professional and well presented. Calm under pressure, patient and measured.</p> <p>Exceptional team player with the ability to collaborate effectively with people at all levels. Additionally, gain trust and confidence of colleagues and sustain positive relationships.</p> <p>Ability to use initiative to solve problems and find resolutions. Discretion and tact.</p>	

Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

NAME (PRINT)

SIGNATURE

DATE

LINE MANAGER (PRINT)

SIGNATURE

DATE