

	<b>Job Description</b>
<b>Role</b>	<b>People &amp; Culture Lead</b>
<b>Reporting to</b>	<b>Chief Executive</b>
<b>Background and Context</b>	<p>Children's Health Foundation (CHF) is focused on raising funds to fulfil our mission of providing world class medical facilities, research and compassionate loving care for every sick child in Ireland cared for in Children's Health Ireland hospitals and urgent care centres. The Foundation supports Crumlin and Temple Street Children's Hospitals, National Children's Hospital Tallaght and Connolly Urgent Care Centre.</p> <p>The creation of Children's Health Foundation in 2019 brought together the existing Temple Street Foundation and The Children's Medical and Research Foundation Crumlin to continue to support Ireland's sickest children in their treatment journey today, tomorrow and into the future.</p> <p>This is an exciting time to join Children's Health Foundation, full of challenges and opportunities that allow us to support the hospitals in the best possible way, whether that's through family and patient support, vital research, medical equipment or redevelopment. And, being embedded in the hospitals crystallises our cause and we see first-hand the impact our work has.</p>
<b>Role Purpose/ Summary</b>	<p><b>Purpose of the Role</b></p> <p>The People and Culture function is a vital and exciting one, and having helped develop a substantial change programme, the next stage of the People and Culture strategy is to focus on developing a high-performing, donor-centric culture in the organisation.</p> <p>Initially reporting directly to the Chief Executive and working closely with the leadership team, this role offers the perfect opportunity for a proactive, driven professional to be part of the leadership team in a dynamic, fast paced environment in a period of change.</p> <p>The People and Culture Lead will be responsible for designing the culture programmes, working on strong communications channels, as well as supporting the team through recruitment, induction, training and development, HR systems, policy development, management of the annual review process and employee engagement at a crucial time for this organisation and will help to make a real and lasting impact for sick children in Ireland.</p>
<b>Principal Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Strategy – working with the leadership team to implement the people strategy to help deliver the overall organisational strategy</li> <li>• Employee Engagement – work collaboratively with the entire team to ensure a high degree of employee engagement</li> </ul>

- Employee Communications – work closely with the Head of Marketing and Communications on internal communications plan to support key people initiatives aligned to the organisational strategy
- Support the implementation of a goal setting and annual review process to support the organisation, working closely with the team during implementation
- Develop initiatives and strategies to improve employee retention
- Development of systems and controls to deliver the people strategy
- Undertake benchmarking exercise to ensure packages are competitive to attract energetic and passionate team members
- Management reporting to support decision making through proven metrics
- Compliance to all aspects of employment legislation supported by clear policies and procedures.
- Payroll – work closely with the Head of Finance to instruct monthly payroll
- Recruitment – manage the life cycle of the recruitment and selection process by working closely with hiring managers
- Induction – Implement, evaluate and revise as necessary the induction process to ensure the effective integration of new staff
- Employee Relations – ensure consistent employment advice is provided to all managers and staff in respect of policies, terms and conditions and legislation. Manage day to day issues as required through discussion with line managers as necessary.
- HR Systems – overall responsibility for the HR systems ensuring all information is updated as required and providing management reports on a regular basis.
- Training & Development – work with the people managers and teams to identify and organise suitable training for all staff within budget as identified through the annual review process
- Policy Development – annual review of policies to ensure up to date in line with best HR practice
- Undertake ad-hoc People and Culture related projects as required
- Manage the reception function and team of two administrators and ensure all reception practices are robust and supporter centric
- Provide credible and agile leadership to direct reports.
- Treat employees with dignity and respect.
- Monitor employee performance of direct reports (2) - undertaking personal development reviews on employees as may be required.
- Identify and provide professional development opportunities for all employees in the team through the appraisal process

### Qualifications and Experience

#### Skills & Experience

- The job holder will hold a relevant professional CIPD qualification.
- They will have a minimum of 5 years' post qualifying experience
- Possess the requisite knowledge, skills and attributes to manage a People & Culture function

### Critical Core Competencies

- **LEADERSHIP** – Lead with integrity and the proven ability to lead through others.
- **STAKEHOLDER MANAGEMENT** - Build and maintain excellent stakeholder relationships.

- **EFFECTIVE COMMUNICATION & INFLUENCING SKILLS** – Excellent oral and written communication skills, comfortable with public speaking and making formal presentations.
- **STRATEGIC THINKING** - Proven ability to formulate strategies - ability to take a broad-based view of issues and events and understand their longer-term impact for CHF.
- **CHANGE AGENT** – the ability to effectively implement strategic imperatives while maintaining the ethos and values of the organisation.
- **PROBLEM SOLVING AND DECISION MAKING** – Can analyse information quickly and come to a decision to address the impact of the information received.
- **PLANNING AND ORGANISING** – Can make efficient use of scarce resources. Plans effectively and deploys resources in an efficient manner. Meets deadlines.

#### Terms

- Permanent role – full time (35 hours) or 4-day week considered (28 hours)
- Agile working policy in place – 3 days on site required