

Job Description – Head of Human Resources

Status:	Permanent
Location:	Leatherhead, Surrey – Hybrid (2 days a week onsite)
Reporting to:	Operations Director
Department:	Human Resources and Learning & Development

About Police Federation of England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 145,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

To support the organisation with transformational change and lead the Human Resources strategy and operational delivery for PFEW HQ and Branches. Overall responsibility for the employee journey; human resources processes, performance management, employee relations, learning and development, engagement, talent acquisition, onboarding, offboarding, retention, reward, DEI, culture, and systems. Overall responsibility for Federation Representatives training and delivery. Manage a team of human resources professionals and drive people best practices across PFEW.

Key Responsibilities

- Owning the delivery of the Human Resources strategy whilst aligning with organisation strategy
- Leading the operational delivery of Human Resources at HQ and across Branches
- Overall responsibility for the development and delivery of a nationwide Learning and Development strategy to meet the changing needs of PFEW and its representatives
- Responsible for the overall employee journey; talent acquisition, onboarding, talent management, learning & development, performance management, employee relations, employee engagement, retention, reward and offboarding
- Managing, developing and mentoring the Human Resources team

- Overall responsibility for HR policies and procedures to ensure best practice and compliance across the organisation
 - Embed, model, and support the ongoing development of PFEW culture and employee engagement initiatives
 - Review and implement new performance management framework
 - Responsible for employee learning and management development programs
 - Ensure EDI best practices and initiatives for a multinational cross-cultural team through all areas of HR policies and practices, as well as organisational development
 - Support the organisation with employee relation issues
 - Report on HR related metrics (e.g. engagement, absences, retention, hiring, learning and performance) and drive actions to improve these metrics where appropriate
 - Driving data driven decisions across the function and using data to further show the impact of the HR team
 - Responsible for HR and L&D systems and automation of processes to improve efficiencies
 - Lead the implementation of PFEW people policies and systems to the 43 branches
 - Overall management of human resources budget, suppliers and contractors
 - Providing coaching and support to the senior leadership team, managers, and branches across the organisation
 - Providing regular updates to key stakeholders on the deliverables of the HR team, based on robust analysis and evaluation
 - Building and maintaining relationships with key internal stakeholders, particularly the Senior Executive Team and the National Board
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Key Skills & Experience

- Previous leadership and strategical experience within Human Resources and Learning & Development
 - To be educated to CIPD level 5 in Human Resources or Learning & Development or equivalent qualification or qualified by experience. CIPD Level 7 in either Human Resources or Learning & Development or similar would be an advantage
 - Proven experience in leading transformational change and culture design
 - Expert in employee relations issues and employment legislation
 - Proficiency in HRS and HR analytics for informed decision-making
 - Be a credible HR professional who is able to build relationships with stakeholders efficiently and drive delivery
 - Able to manage multiple HR related projects
 - Excellent communication skills, both written and verbally
 - Experience of working within a complex or regulated environment, previous experience in a non-for-profit or staff association will be advantageous
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What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, enhanced pension contribution, life assurance, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent & Reward Manager
 - Interview with Operations Director and Member Relations Director
 - Final interview and task with Chief of Staff and Operations Director
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*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.