

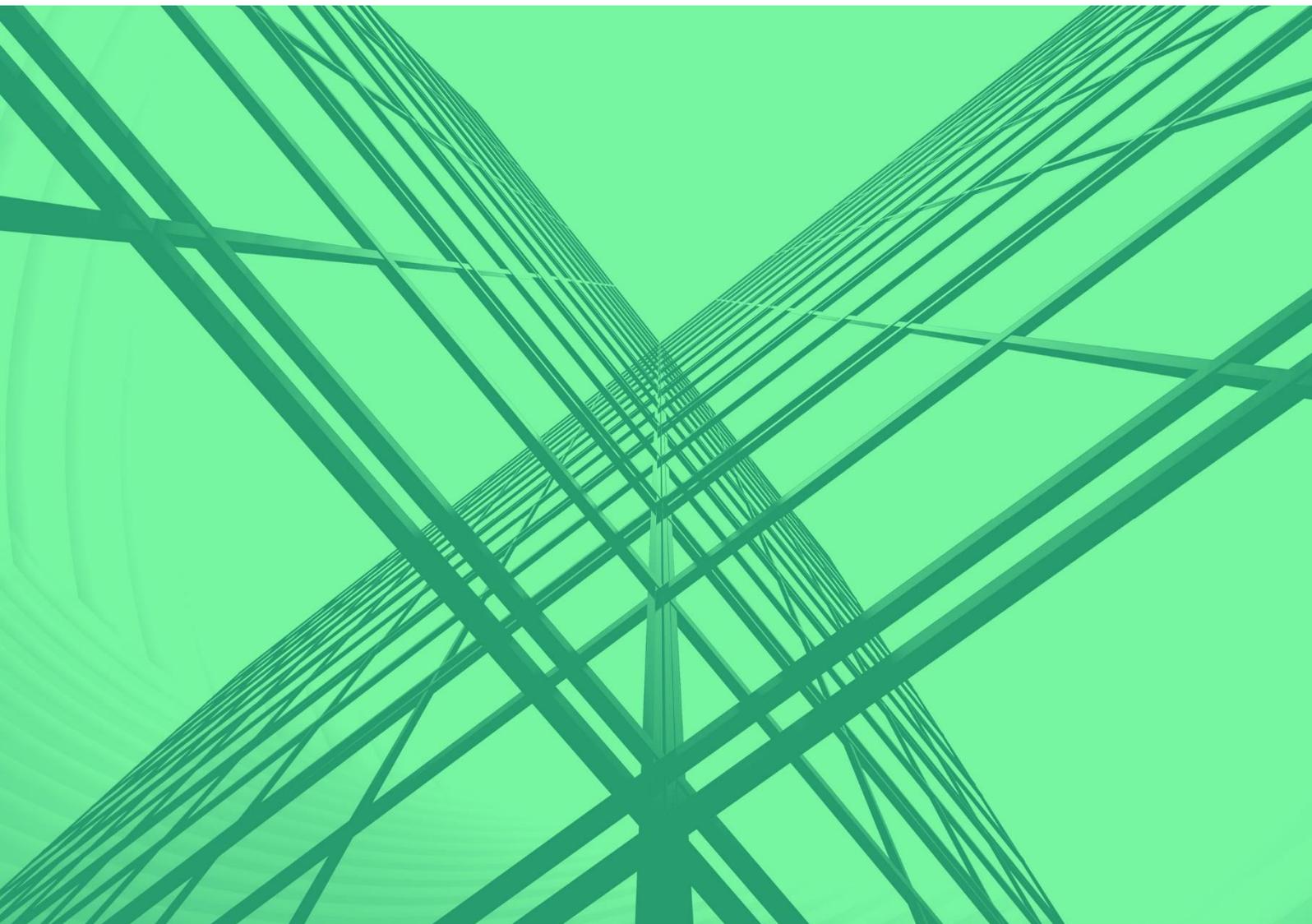
# Job description and person specification

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**CANDIDATE PACK**

Full Time

35 hours per week



## Welcome



Dear applicant,

Thank you very much for your interest in the position of Head of HR at the Institution of Structural Engineers.

As we grasp the opportunities and challenges of new and flexible ways of ways of working this is a really exciting opportunity for the successful individual to develop their career and bring to us the benefits of their skills and experience as an accomplished HR professional.

The Head of HR oversees a small team, and the role will appeal to someone who can balance and enjoy involvement with “hands on” operational activity alongside a keen appetite for the strategic thinking that will inform the development of our people practices and change programmes.

Along the way, there may be opportunity to consider how HR programmes could be developed to support Institution members.

Because of the importance we attach to staff as one of our greatest assets and resources, this role reports to me and is a great, challenging and rewarding opportunity.

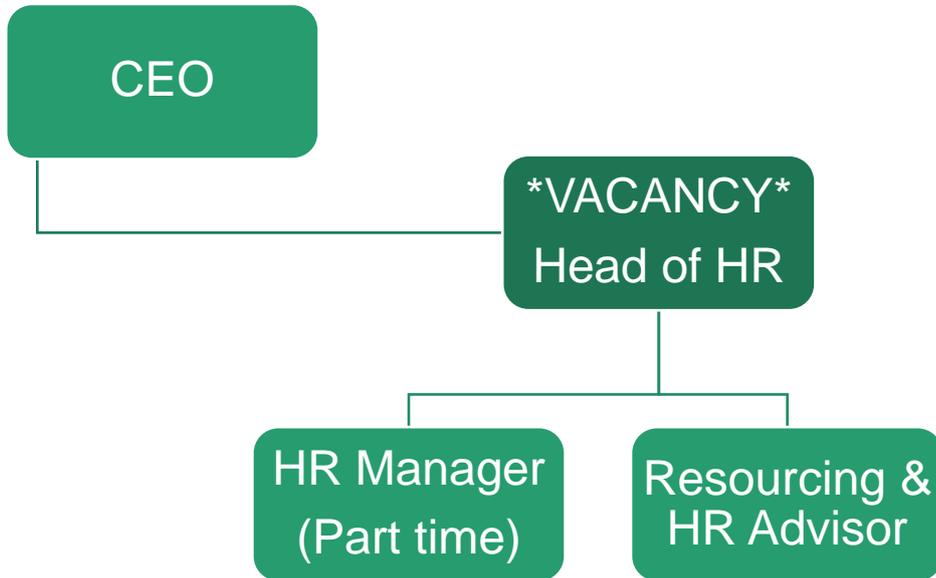
I am looking for an accomplished individual who will lead our HR activity; can advise me; be a proactive member of the Senior Management Team and work well with others to get the best out of our talented workforce. Above all we are looking for someone who will look at our HR activity with a fresh pair of eyes and drive its alignment with the Institution’s needs and vision.

We look forward to hearing from you if you feel you have the skills, experience and expertise to be successful in this role and for an informal discussion about this opportunity.

With very best wishes

**Martin Powell**  
Chief Executive  
The Institution of Structural Engineers

HR team structure



## The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

### Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to be part of global team of professional members committed to making the world a better and safer place through their work on structural safety and the climate emergency.

It is an opportunity for you to develop and make a difference by joining our team of approximately 65 employees based in the UK and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

### Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

## **Our values**

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

### **Competence**

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

### **Accessibility and diversity**

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

### **Community**

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

## Salary and package details

Salary: £60,000 to £70,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

From the join date:

- 23 days annual leave per annum plus bank holidays, rising with service
- Flexible working system whereby additional hours worked may be accrued and taken as flexi-leave
- Life Insurance – death benefit subject to scheme eligibility rules

From the successful completion of the probation period, whilst provided at the Institution's discretion, may be subject to scheme eligibility rules:

- Participate in the Institution's pension plan arrangements
- Private Medical Insurance
- Health Cash Plan
- Permanent Health Insurance
- Season Ticket Loan
- Reimbursement of one membership subscription to an agreed appropriate professional association, including this Institution.

The Institution reserves the right to exercise its discretion to amend or withdraw any or all of the above benefits.

# Job description and person specification

## 1. Job details

<b>Job title:</b>	Head of HR
<b>Reports to:</b>	CEO
<b>Responsible for:</b>	HR Manager Resourcing & HR Advisor
<b>Date:</b>	June 2021
<b>Location:</b>	The Institution's HQ, London or elsewhere as reasonably required.

## 2. Job purpose

To lead the HR, employee culture and engagement strategies for the Institution working collaboratively with the leadership, managers and staff to establish and maintain these. To be an active member of the Senior Management Team.

To lead and develop the HR team to ensure the provision of relevant support, HR & learning & organisation development. To lead on the creation and development of policies and ways of working which enable the organisation, grows the engagement and capability of its staff; and provides the appropriate management of risk.

To find appropriate, innovative and pragmatic solutions to people management and resolving associated challenges.

## 3. Role and responsibilities

1. Working closely with the CEO and leadership team, lead the provision of Human Resource expertise and support at strategic and operational levels. Advise the President, Remuneration Committee and members regarding Institute internal people matters as appropriate.
2. Develop and implement People Strategies to support the culture and delivery of the business strategy for the Institution.
3. Embed organisation values to enable equality, diversity and inclusion so our people can be at their best regardless of their background or role.
4. Support digital transformation to drive associated change in culture and ways of working.
5. Work with staff at all levels to create a positive collaborative work environment to attract, retain and develop talent and employ effective conflict management and resolution.

6. Develop and maintain effective risk management processes and measures for the recruitment, reward, management, development, and exiting of our people in accordance with relevant legislation and appropriate practice, developing action plans and enabling their delivery across the Institution. Introduce and report on people KPI's to inform risk management, actions and proposals.
7. Improve HR operational effectiveness to achieve efficiencies maximising the benefits from technology; ensure that contracts, policies and procedures are fit for purpose, deliver the effective management of people at work and enable our culture and wellbeing.
8. Establish and maintain a fair and legally compliant approach to reward and recognition, including overseeing the HR input into the monthly payroll.
9. Provide advice, coaching, development opportunities and programmes as necessary to increase line management and staff capability so that they have the skills and knowledge necessary to fulfil their roles and managers become less reliant on HR for non-contentious standard day to day people management issues.
10. Support a culture of continuous improvement through the adoption of an effective fit for purpose performance management process which enables staff and managers to have clarity on expectation and performance against these.
11. Proactively contribute to future resourcing needs, talent pipeline and workforce planning considerations and ensure that recruitment process are robust and provide value for money.
12. Lead on complex employee relation issues and provide appropriate legal advice to enable risk management and an appropriate outcome for the Institution and involved parties.
13. Manage the HR budgets and the provision of monthly financial reporting and HR metrics. Work with the COO and Finance to ensure clarity in Staff salary budgeting.
14. Maintain own CPD and assist that of the HR team to ensure awareness of upcoming changes in employment legislation and trends.

#### **4. General responsibilities**

1. Accountability for the delivery of the full range of HR support functions.
2. Responsibility for the leadership and management of a team of 2 staff and the management of third-party providers supporting legal advice and or ad hoc project support and establishing successful partnerships with both recruitment providers and L&D resources.
3. As part of the Senior Management Team, attend and proactively input into ELT, and other management meetings as required and contribute to developing organisation strategy.
4. Make suggestions for improving processes, systems, use of technology etc. which support the efficiency and stability of the department and the Institution
5. Comply with all Institution Policy and Procedures.

6. Any other reasonable ad hoc duties as required

### 5. Communications and working relationships

1. Staff at all levels of the Institution including ELT and SMT; The President and Senior members as required.
2. Third party suppliers, including legal experts, HR, OD, Training and Reward consultants.
3. Like minded organisations to build beneficial relationships including Senior HR Networks.

### 6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<b><u>Qualifications and Knowledge</u></b>	
Educated to degree level.	E
Professional Qualifications including FCIPD or MCIP with strong knowledge of Employment Law, Dispute’s resolution, Learning and development and organisational development, Health & Safety, coaching and project management. Relevant qualifications or substantial experience in these areas is essential. Reward and benefits knowledge.	E
Supporting, creating and delivering people and culture strategies	E
Supporting change management strategies including leadership coaching and influencing.	E
Knowledge of the design and management of appraisal and performance management frameworks.	E
Sound knowledge of Risk management including Business Continuity and Disaster Management	E
Knowledge and understanding of data analysis and performance/KPI people metrics.	E
Experience of introducing HR Information Systems to achieve improvements in HR services and administration.	E
<b><u>Skills</u></b>	
Strong leadership ability, capable of strategic thinking and influencing at a senior level.	E
Strong conflict management/mediation and negotiation skills, persuasive and influential, able to build trust, drive change and build and develop professional networks and work with external suppliers/partners/sponsors. Ability to negotiate and manage contracts and manage exits.	E
Excellent interpersonal skills with the confidence to work with all levels of internal colleagues and external stakeholders and the ability to establish professional credibility quickly.	E

Criteria	Essential/Desirable
Excellent written and oral communication skills with the ability to write and develop solid business cases that demonstrate and to present and explain detailed information clearly and succinctly.	E
Innovative and creative to identify new ways of working and problem-solving skills, exploiting digital solutions to create efficiencies and effective solutions.	E
Sound financial, budgeting and budget management skills, including the ability to oversee payroll.	E
Excellent organisational skills with a systemised/methodical approach to managing multi-stream and complex workload with the ability to work under pressure to meet tight deadlines.	E
Good networking skills in relation to building meaningful relationships with key contacts including in relevant HR & OD networks.	E
Attention to detail, accuracy and ability to check detailed information; ability to critique own work and that of others.	E
Excellent IT skills Word/Outlook/Excel and PowerPoint to Intermediate standard. Experience of SharePoint and intranets.	E
<b>Experience</b>	
Operating as a senior leader responsible for HR, Learning & Development operating at a senior level within not-for-profit organisations	E
Supporting cultural change and engagement, including staff surveys and leading consultations on organisation change and / or changes in terms and conditions.	E
Writing People Strategies and business plans	E
Resolving complex employee relations and mutual agreements, negotiating with staff and their legal representatives.	E
Introducing new approaches to appraisal and reward and recognition	E
Implementing digital solutions to HR operations including appraisal, HRIS, applicant tracking software.	D
Measuring the effectiveness of learning interventions and providing summary metrics e.g. return on investment	E
Leadership and managing at departmental level, setting objectives, conducting appraisals, providing feedback, training, and support etc.	E
Working within a membership organisation or similar not for profit bodies and working with volunteer members/resources.	E

This job description does not form part of the contract of employment and may be subject to change.

## How to apply; the recruitment process

To formally apply, please submit a CV and supporting statement (maximum 2 sides of A4) that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position.

Please send your application to (*inserting "IStructE, Head of HR- Application" into the subject field*): [response@peridotpartners.co.uk](mailto:response@peridotpartners.co.uk)

If you would like to have an informal conversation about this opportunity you can contact our advising consultants at Peridot Partners; James Hunt (E: [james@peridotpartners.co.uk](mailto:james@peridotpartners.co.uk) or M: 07711 405 444)

### Timetable

Closing date for formal applications:	9am, Monday 24 <sup>th</sup> May 2021
Preliminary interviews with Peridot: ( <i>via video</i> )	Between Monday 24 <sup>th</sup> and Wednesday 26 <sup>th</sup> May 2021
First stage interviews with IStructE: ( <i>via video</i> )	Tuesday, 1 <sup>st</sup> June 2021
Final stage interviews with IStructE: ( <i>IStructE London offices</i> )	Monday 7 <sup>th</sup> June 2021

### Equal Opportunities Monitoring

Peridot and IStructE are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete this [equality monitoring survey](#).

The information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the new Data Protection Act 2018 launched on 25 May 2018. The information provided does not form part of the decision-making process and will not affect your application.

### Data Processing, Protection and Privacy Policy

By completing the form to view, or if you have access to this page from an email invitation, Peridot Partners will have processed your personal information. For more information about Peridot Partners' data processing activities and your rights, please read our [Privacy Policy](#).

# Organisational Structure

