

Head of HR Services



Reports to: General Manager People & Culture

Key Relationships: Business Managers, Senior Management team, Wider People & Culture Team, Support Teams.

Authority Levels: as agreed with GM People & Culture

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.



WHAT YOU'LL DO

- Lead our People Services function delivering expertise, leadership, and guidance around people management practices, policies and procedures.
- Responsible for our HR master data & reporting, day to day management of core HR systems, transactional HR and management of our remuneration, benefits & recognition.
- Ensure that People Services provides core HR Delivery both directly to the business and through supporting the other part of P&C.
- Maintain high personal standards yourself and as a representative of BestStart.



HEALTH & SAFETY

- Actively promote and role model health & safety awareness.
- Complete health and safety training as required.
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action.
- Understand and meet, any legally binding health and safety regulations relevant to the workplace.



THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Experienced HR practitioner with a breadth of knowledge across all areas of HR for at least 5 years
- Expertise in HR analytics / data, policies and process improvement
- HR generalist experience including employment legislation
- Prior exposure managing remuneration & benefits
- Proven leadership skills and capability
- Works on the business, not in the business; be a strategic and forward-thinking leader
- Have an approach to problem solving with business acumen and teaching quality firmly in mind
- Action orientated and innovative; able to anticipate and solve problems
- Excellent interpersonal skills and confident communicator
- Builds strong inclusive and cooperative relationships with stakeholders; ensure 'business' and 'quality' are complimentary for organisational success
- Confidentiality forms an integral part of this position
- Proficient and efficient with Microsoft Office
- Ideally experience working within larger or complex organisations.