

**Job Profile
Head of People & Culture**

Purpose: To support the success, development and positive impact of the Museum, through the development of effective people and culture strategies, and oversight of Human Resources administration and policies.

Key Responsibilities & Accountabilities (What You'll Do)

Responsibilities

Lead, manage, inspire and develop the People & Culture Team.
 Support the Museum's Managing Director with the development of strategy and business planning.
 Develop a Museum-wide People Development & Support Strategy, including for staff, volunteers and Trustees.
 Ensure that Human Resources systems, structures and skills are in place to support the delivery of strategy and are legally compliant.
 Develop volunteer support for this area of the Museum's work.
 Develop and manage annual budgets.
 Develop and keep under review, relevant policies.
 Deputise for the Managing Director, as required, for this area of the Museum's work
 Represent the Museum externally, relevant to the scope of the post.
 Maintain awareness of emerging national best practice and legislative changes, relevant to the scope of the post.
 Determine a strategic approach to pay, grading and benefits.
 Develop and keep under review, terms and conditions of employment.

Accountabilities

Compliance with relevant legislation.
 Performance of the People & Culture Team.
 Pay, grading and benefits.
 Trade union relations, and with elected staff representatives.
 Confidentiality.

Dimensions

Delegated responsibility for an annual budget of £100k.
 Direct reports x 2.
 Head count of c500 staff and volunteers, across a wide range of professional disciplines and front-line roles.

Working Relationships

Principal advisor on Human Resources.
 Expected to interact with external groups, staff, volunteers, students and occasionally, the public.
 Expected to interact at middle and senior management level daily and weekly, and occasionally with the Museum's governing body, committees and Board of the Enterprises Company.
 Expected to interact with other museums, partners and external organisations, including Arts Council England, universities, professional bodies, legal advisors and occasionally, the media.
 Communication includes negotiation and influencing Board of Trustees and Enterprises Company, managers and direct reports, information giving/receiving.

**Person Specification:
(What You'll Need)**

Qualifications

Professional HR qualification with evidence of continuous professional development
 Essential - CIPD qualified (Level 5) or equivalent
 Desirable - CIPD qualified (Level 7) or equivalent

Experience

A record of successful leadership and achievement relevant to the purpose and scale of the role.

Experience of working with teams at a high level to support defining the direction and strategies of an organisation.

Experience of successfully managing and developing external relationships and partnership-working.

Strong business discipline.

Personal Attributes

Enthusiasm for the Museum's aims and its independence, a broad understanding of heritage and conservation issues, public engagement and customer-facing activities, and an interest in all areas of the Museum's work.

Ability to represent an organisation clearly and compellingly to internal and occasionally, external audiences.

Integrity.

Ability to work effectively with colleagues.

Ability to support a working environment which attracts and retains talent.

Reports To: Managing Director
 Direct Reports: People Development Manager, People Administration & Support Manager
 Provisional Salary: £48,000

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