

Job description

Job Title: Director of Human Resources

Reports to: Managing Partner

Date: September 2017

Purpose of Job:

To take a leading role to develop and implement a HR strategy in line with the business strategy to enable the attraction, retention and development of the right people who make a positive impact on the firm's performance. The role holder is responsible for leading a proactive and commercial HR function both from a strategic and operational level.

Main Activities:

- Work with the Managing Partner to develop and implement the firm's HR strategy in line with the business strategy.
- Contribute to the development of the firm's culture and values, ensuring Muckle LLP is one of the best companies to work for.
- Support the development of agile working across the firm.
- Deliver and communicate employee engagement survey results and actions, introducing new ideas to improve employee engagement.
- Work closely with team heads and partners to provide guidance and support on a variety of HR matters.
- Lead and develop the HR team and ensure HR delivers a service that is fit for purpose and what the business needs.
- Develop effective HR procedures and policies that reflect the business vision and aims.
- Lead the implementation of the firm's performance management process ensuring the right processes and competencies are in place to drive strong individual, team and firm performance.
- Work with team heads and partners to assess current and future resourcing needs and support the sourcing, selection and retention of team members.
- Lead the firm's talent management processes and annual promotion procedures.
- Lead and manage the firm's solicitor apprentice scheme in terms of recruitment, ongoing management of the scheme and the firm's leadership and management of the North East Solicitor Apprentice consortium.
- Work with the Head of Graduate Recruitment and his team to manage the trainee journey from graduate recruitment through to qualification. Ensure attraction strategies are in place to attract the right calibre of trainee and the training infrastructure continues to develop excellent lawyers.
- Oversee the work experience and career support given to schools, colleges, universities, Social Mobility Foundation and Career Ready.

- Enhance the health and wellbeing of our people by focussing on the prevention of health conditions through promoting healthier lifestyles and putting in place appropriate support when needed.
- Work with team heads and training co-ordinators to identify, plan and measure learning and development, in line with SRA Continuing Competence.
- Lead and project manage any organisational development or change programmes affecting people.
- Gather and evaluate market rate data to ensure the firm's salary reviews and benefits packages ensure market competitiveness, including working with external providers for private health insurance, private medical insurance, life assurance and the firm's group pension plan.
- Ensure the HR function is fully compliant with legislation and delivers process excellence in an efficient and flexible way, maintaining standards to retain external recognition for:
 - Lexcel – the legal practice quality mark
 - Law Society Equality and Diversity Charter
 - Equality North East Standard
 - Investors in People
 - Better Health at Work Award.
- Support and play an active part in the firm's CSR priorities.
- Act as the external HR representative for the firm.
- Continuously seek opportunities to develop HR expertise, employment law knowledge and personal effectiveness.

Knowledge / Skills / Experience:

- MCIPD qualified
- Strong track record in HR generalist and change management roles, with experience of leading at a senior management level
- Ability to influence at all levels, with strong communication and interpersonal skills
- Strategic thinker
- Innovative
- Financially and commercially astute.

Behaviours:

- Upholds the Muckle values and acts in accordance with the firm's Equality, Diversity and Inclusion policy
- Contributes to a safe working environment by being aware of, and adhering to, the health and safety requirements in accordance with the firm's health and safety policies
- Builds trust, credibility and confidence with colleagues
- Collaborates across the firm
- Gets involved (community and firm)
- Drives for results and achievement
- Develops self and others
- Decisive
- Leads by example
- Strong communication skills
- Discrete and maintains confidentiality.

Additional notes or information:

The duties and responsibilities in this job description are not exhaustive.