

## Head of People

[This example job spec/advert was compiled using the key Head of People responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

**Schedule (part-time/full-time with flex etc)**

**Salary**

**(Length of contract if necessary)**

**Location city**

We need an experienced, empathic Head of People who's serious about installing positive business values to join [type and rough size of your business]. You'll develop and formalise the culture and values of our business, and make sure those values are represented in the culture from top to bottom (including managing HR processes and best practices). You'll work with the management team to effectively staff each area of the business, and along the way you'll develop their own recruitment skills so they can meet their hiring needs in future.

This is an excellent opportunity for a talent professional who cares deeply about positive business culture to have a major impact on the values and hiring structure of a rapidly expanding organisation.

## **Responsibilities**

- Work alongside the management team to effectively staff each business area.
- Develop, improve and formalise the culture and values of the organisation.
- Coach and develop the management team, ensuring they have the skills they necessary to manage their own recruitment needs.
- Implement HR processes and best practices, and be the point of contact for these issues.

## **Background and skills**

- You've got broad experience implementing processes, coaching staff and helping to shape culture and performance.
- You're a positive, passionate coach and strategic advisor to all levels of whatever organisation you're in.
- You're highly empathic with strong communication skills.
- You've got a genuine and serious interest in hiring based on culture and values.
- You have experience recruiting staff at pace through multiple channels: direct, agencies, platforms etc.

## **Schedule, salary and benefits**

[Include as much detail as you can on the flexible working arrangements/the flexible culture of the firm - especially if the stated hours are subject to negotiation - and as much as you can about salary, stock options and benefits. The way you talk about these

is a strong indicator of the culture of your business, so think hard about what you want to communicate and speak with enthusiasm.]