



People Director Application Pack

Recruitment to the post of **People Director**

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Letter from the Chief Executive

Dear Applicant

Thank you for your interest in the post of **People Director** of Autism Together.

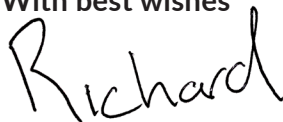
For over 50 years our Wirral-based charity has grown into one of the country's leading providers of autism services. We support over 400 autistic adults, and many more children and families, through our specialist services which cover residential, supported living, and day services, alongside general support for the regional autistic community.

We employ over 750 staff in services extending beyond Wirral, to West Cheshire and Wrexham, supporting autistic adults across 46 properties including private rental, through housing associations and those owned by our charity.

As a leading national provider of services to people with autism, you will work with the Executive Team to provide a sector-leading service to our people to take forward our ambitious strategy.

In return, we can offer an excellent remuneration package as well as the opportunity to make a difference to the lives of the people we support.

With best wishes



Richard Whitby
Chief Executive



1 Application Process

To apply, please submit your CV and a Supporting Statement to:
Recruitment@autismtogether.co.uk

Please ensure that your application details include;

- your current salary (remuneration),
- notice period

Closing date for applications: Friday, 31st March 2023

If you have any questions about the process, then please email us at:
recruitment@autismtogether.co.uk

To have an informal conversation about the role, please contact **Jim Strain**, our retiring HR Director, on 0151 482 3121

To read our latest Annual Review [click here](#)

2 Our Background

At Autism Together it is our mission to bring richness and joy into the lives of those on the spectrum. No two people with autism are affected in the same way, so we work with every single individual to help them lead fulfilling and meaningful lives.

We started life in 1968, when a group of forward-thinking parents, concerned at the complete lack of services available for their children, decided to stand up and be counted.

Since then, we have grown and developed into one of the country's leading providers of services for people on the autism spectrum, offering a wide range of residential options and day services. As a highly specialist provider, we recognise that each person has a right to live their life as they determine. Being person centred is one of our core values and we live and breathe it.

Our highly-trained staff work with each individual to create a shared understanding of their strengths and needs, and to ensure that their preferred way of communicating is respected and implemented by all staff. Not only do we care for those on the autistic spectrum, we also engage with our community to highlight understanding and awareness too.

3 Our Ethos

Our philosophy remains firmly rooted in a belief that:

We begin with what people can do, not with what they can't do, by listening to the person with autism and acknowledging that they are the expert in their autism.

Our support begins with the person and a shared understanding of what is important to them, and what their strengths and needs are.

Our support approaches are individualised so that staff can communicate in different ways depending on each person's communication needs. Staff are all consistent in the way they use communication strategies with individuals.

People with autism can and do learn and change, and our support approaches are focussed on developing lifelong learning.

Our autism strategies help people develop skills by taking into account their communication needs, thinking patterns, social understanding and sensory differences.

No two people with autism are affected the same way and everything we do is person centred. At Autism Together we work with each individual person to help them overcome or soften the impact of these difficulties, to enable the person to lead a fulfilling and meaningful life.

As a specialist provider of support to individuals with autism, Autism Together recognises that each person has a right to live their life as they determine. In recognising this right we create a shared understanding of each person's strengths and needs, and ensure that the individual's preferred way of communicating these is respected and implemented by all our staff.

4 Our Vision, Ambition & Values

As an organisation the people we support, our staff and trustees have agreed our vision, ambition and our values which we all aspire to.

What is Our Vision?

“Autism Together is a leading specialist provider of innovative services for people who have and who are associated with autism”

What is Our Ambition?

“To be recognised as being the best provider of Autism Services in the country”

What are Our Values?

1. We promote positive communication

- We will be open and honest in our communication with each other but recognising that there will be times for confidentiality.
- We will listen to others' views and opinions.
- We will share information in a timely manner
- We should not be fearful of raising legitimate concerns and issues.
- All communication should be professional and courteous.
- We will appropriately and positively use communication tools (include email etc.) as well as those which are autism-specific.

2. We are person-centred

- We are aware that our positive actions affect/promote peoples' lives.
- We are flexible and take into account people's personal circumstances.
- We are creative in our support of people.
- We include people in everything we do.

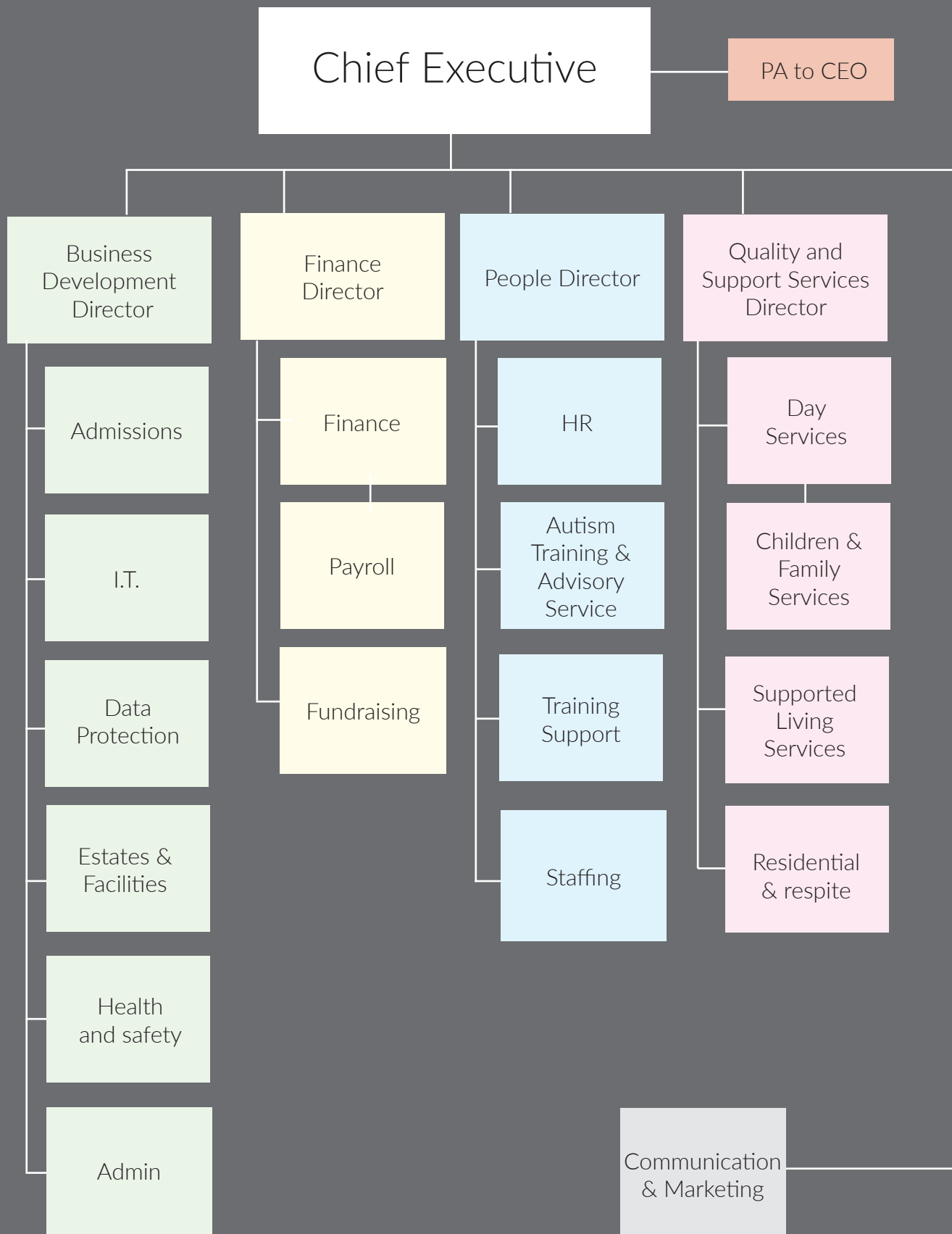
3. We promote learning

- We recognise that everyone has the right to be developed and should have equal access to such opportunities.
- We take responsibility for our own learning.
- We create opportunities for learning.
- We respect individual learning styles.
- We seek out new, proven research to support learning.
- We are reflective about our practices; learning from experience.

4. We are respectful

- We treat everyone within the organisation and those we come into contact with at work with dignity and respect.
- We respect that we all bring different life experiences, culture and knowledge to the organisation.

5 Organisational Structure



6 People Director Job Description

Main purpose of the post:

1. To direct,
 - HR and Organisation Development Teams (Human Resources, Staff Learning & Development, ATAS (Autism Training & Advisory Service) and Staffing Teams) and ensure that an effective and comprehensive service is provided to Autism Together.
 - The provision of training and advisory services to external customers and stakeholders.
2. To maintain a high level of confidentiality and professionalism both in and out of work hours.
3. To provide assurance to the Trustees that the Directorate offers 'best value' to the organisation.
4. In consultation with the Executive Team, identify and implement strategies that are aligned with the organisation's strategic and business goals, and which reflect its core values.

Responsible to:

Chief Executive

Areas of Responsibility;

- HR (Human Resources)
- L&D (Learning & Development)
- ATAS (Autism Training & Advisory Service)
- Staffing (Shift coordinators)

Relationships:

To establish and maintain good working relationships with all staff, and service users and stakeholders.

Location:

Oak House, Bromborough (although may be required to work from any location).

Responsibilities

1. General

- To provide direct line management to the heads of the HR, L&D and ATAS teams.
- To design and deliver strategies, processes and interventions that support the organisations ambition to be an employer of choice, where valuing learning,

continuous improvement and diversity are the norm.

- To commission and manage additional internal or external resources, as and when required, in order to ensure cost-effective delivery of agreed initiatives.
- Review costs and expenditure to ensure that they are within budget and take remedial action where necessary.
- Ensure all policies and procedures are up to date and legally compliant.
- Ensure that KPI, Risk Registers and other management information are closely reviewed and remedial action taken as necessary.
- Ensure that all departments maintain up to date, secure, accurate and GDPR compliant data systems.

2. Human Resources

- Responsibility for senior level decision making and both day to day management and strategic direction of HR services ensuring they are aligned to Autism Together's business and strategic objectives
- Work with the Executive Team and managers to ensure effective staff communication and to build staff engagement.
- Support specific performance review and improvement initiatives as agreed
- Keeping the Board of Trustees informed on HR KPIs, policies, and initiatives, as needed, to facilitate the strategy.
- Ensure compliance with all employment law matters.
- Provide HR management information and reports to senior staff and trustees.
- Ensure the effective recruitment of best quality staff throughout the organisation, making every effort to involve people we support in the process.
- Ensure compliance of statutory obligations from LAs, CQC and DBS in respect all staffing matters including the 'safer recruiting' initiative.
- Ensure disciplinary, capability or grievance issues are progressed in a timely and legally compliant manner.
- Ensure sickness absence is effectively managed with appropriate action taken as necessary.
- Lead and facilitate any changes to terms and conditions, redundancy consultations or TUPE staff changes.
- Support the HR team on HR projects when necessary which support the needs of Autism Together but are also flexible enough to cope with changes, as and when they occur.
- Ensure HR information and management systems are fit for purpose, and are GDPR compliant and are appropriate to the business plan and strategy.
- Provide day to day advice to line managers on all HR and training issues.

3. Learning & Development

- Ensure that the training programmes and development opportunities are appropriate to staff, cost effective and aligned with the business goals and strategies

- Develop Autism Together's approach to succession planning to ensure that opportunities to learning and development are accessed fairly.
- Ensure that training and development database is up to date and reporting the required information.
- Ensure all staff receive performance reviews in accordance with Autism Together's policy.
- Ensure effective compliance and administration of the apprenticeship levy.
- Support the L&D team in maintaining effective relationships with training providers, particularly those delivering the QCF awards.
- Work with the senior managers to identify future training needs and ensure plans for delivery are in place. Establish training as mandatory or desirable.

4. ATAS (Autism Training & Advisory Service)

- Ensure delivery of the ATAS training programmes (including the Autism Together Model) and PBS support.
- Ensure that the delivery of autism training and advice is current and reflects the organisation's philosophy.
- Ensure that staffing resources are sufficient to meet internal and external training needs
- Ensure the ATAS strategy to deliver external training is supported to maximise income and publicity.
- Ensure that ATM/PBS is implemented and promoted effectively throughout the organisation and supports service delivery.

Other:

To undertake any other reasonable duties pertaining to this post, which may, from time to time, be specified by the Chief Executive or Trustees.

As with all posts, a high degree of confidentiality is expected at all times. At no time will the post holder discuss the people we support, staff or any other matter connected with Autism Together, outside of the organisation, unless required to in a professional capacity.

This is intended as a guide to the main responsibilities of the post, and is not an exhaustive list of duties. This job description is subject to amendment, following consultation with the postholder.

March 2023

8. Person Specification

| | ESSENTIAL | DESIRABLE |
|----------------------------|---|--|
| Education & Qualifications | <p>5 GCSEs or equivalent. Pass in Maths and English.</p> <p>Level 5 CIPD Qualification in HRM or HRD.</p> <p>Assoc CIPD or MCIPD.</p> | <p>Level 7 CIPD Qualification in HRM or HRD FCIPD.</p> |
| Experience | <p>Experience of leading HR and OD Teams.</p> <p>Implementing HR best practice.</p> <p>Understanding of current legislation and practice around the safeguarding of vulnerable groups.</p> <p>Experience of developing and leading HR strategies and policies.</p> <p>Ability to produce and compile board level reports.</p> | <p>Understanding and awareness of personnel issues for staff in an establishment for people with autism.</p> <p>Experience of working in the charity and / or social care setting.</p> |
| Skills | <p>Ability to understand the economic, social, and political environments and how they impact the organisation.</p> <p>Ability identify and respond to legal changes.</p> <p>Ability to effectively communicate with and influence key stakeholders.</p> <p>Ability to horizon scan and advise the Executive Team and Board as necessary.</p> <p>Ability to work independently, under pressure, and meet deadlines in a pressured environment.</p> <p>Ability to generate creative strategic and organisation solutions to problems.</p> <p>Strong IT skills, including Microsoft Office and HR databases.</p> <p>Strong time management and organisation skills.</p> | <p>Experience of implementing a new HR database system.</p> |

| | ESSENTIAL | DESIRABLE |
|--------------------|---|-----------|
| Personal Qualities | <p>Able to develop strong working relationships across all staff groups.</p> <p>Able to communicate sensitively to wide range of audiences.</p> <p>Ability to maintain confidentiality and use initiative.</p> <p>Open and honest approach.</p> <p>A commitment to safeguarding</p> | |

8 Terms and Conditions

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|--------------------------|--|
| Salary: | Competitive |
| Hours: | 37.5 hours per week, with flexibility to work outside core office hours, including some evenings and very occasional weekends. |
| Annual leave: | Leave is 5 weeks per year plus 8 days statutory bank holidays. One additional days holiday is awarded following completion of 5 years' service and two additional day's on completion of 10 years' service |
| Pension: | Defined contribution scheme with Pensions Trust with 8% employer contribution. |
| Sick pay: | Company sick pay scheme, rising to 8 weeks' full and 8 weeks' half pay. |
| Other Benefits: | Based at the central office in Bromborough, Wirral |
| Business Mileage: | 45p per mile |