

<b>Head of People</b>	<b>Prepared by:</b>
<b>London Review of Books</b>	<b>Date: 30<sup>th</sup> July 2021</b>
<p><b>Key purpose:</b></p> <p>To design and deliver a people strategy, policies and procedures which grow employee engagement and individual, team and organization performance in a liberal, open minded culture that values relationships built on trust rather than compulsion and on friendship rather than formality.</p>	
<p><b>Key responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Review and revise the LRB's people strategy, policies and procedures to ensure their alignment with the culture, values, mission and goals of the organisation and best practice in people management and promote employee engagement and commitment.</li> <li>2. Deliver an approach to recruitment and selection which positions the LRB correctly in the marketplace and enables it to attract and appoint the diversity of talent on which it will depend for its continuing success.</li> <li>3. Ensure that employees are effectively inducted into the organisation to ensure their effective integration into their team, have the support which they need in order to succeed in their role and establish a positive psychological contract</li> <li>4. Design and implement an approach to performance management which promotes open and appreciative conversation enabling employees to build on strengths, continuously improve their contribution to the LRB and liberate their potential.</li> <li>5. Provide a framework for talent management which promotes the engagement, retention development and progression of employees through a variety of means including leadership development, coaching, mentoring, secondments and networking opportunities.</li> <li>6. Ensure that the LRB's approach to reward management supports its mission and goals, rewards people equitably and consistently and recognizes the value of their contribution to the organization.</li> <li>7. Review and develop employee benefits to promote retention and engagement and respond more effectively to the needs of employees.</li> <li>8. Develop and implement measures to promote and support employee wellbeing to build a healthy workplace in which employees are able to flourish.</li> <li>9. Advise and support management and employees when people or performance issues arise, guiding difficult situations to smooth and fair conclusions.</li> <li>10. Choose and install HR software for centralising the management of documentation, holiday calendars, sickness records etc.</li> <li>11. Explore and learn from employee decisions to leave the organisation and use the information gathered to continuously improve people policies and practice.</li> </ol>	

**Dimensions:**

LRB Ltd encompasses three businesses: the *London Review of Books*, the London Review Bookshop and the London Review Cake Shop. The bookshop and cake shop are one retail unit, the magazine occupies offices on three floors round the corner, at 28 Little Russell Street, W1. There are 61 members of staff on the payroll, 49 at the magazine, seven at the bookshop and 5 at the cake shop. The magazine has been published twice a month since 1979; the bookshop opened in 2003 and the cake shop in 2007.

People: The post holder will report to the Publisher. The post holder does not have any line management responsibility.

Money: The post holder will help negotiate and set the budget required

**Personal Profile:**

- We prefer you to be a Member of the CIPD with (or studying for) a Level 7 qualification (or equivalent).
- You'll have a track record of delivering advice and guidance to enable managers to improve their people practices and you'll bring a thorough knowledge of employment law.
- You'll be able to demonstrate excellent verbal and written communication skills to an organisation in which words matter.
- You'll be someone who people want to engage with and who has learned to strike a balance between empathy, excellent listening skills, caring and the need to keep a distance
- You'll be used to coaching and influencing people through change.
- You'll be able to demonstrate an innovative approach that keeps things simple for a young progressive organisation that doesn't want bureaucracy.
- Your energy and determination will equip you with the ability to deal with the wear and tear of getting involved with strong personalities and the resilience to bounce back from disappointments.

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Last updated: September 2021

A job description is a snapshot in time and is intended to be a living document that will change and develop with the needs of the organisation. It is not intended as a comprehensive list of everything that the post holder may be required to undertake.