

TEAM PROFILE – HEADS

WHO ARE WE?

We are a team of Heads with individual technical expertise that collectively cover all aspects of the organisation. We report to the Directors.

WHAT IS OUR PURPOSE?

Our purpose is to have input into the strategic goals of Wessex Archaeology but our key focus, by working together, is to support the delivery of those goals.

We are each responsible for the wellbeing, safety and sustainability of our teams, including finances, risk management, quality, staff development and the legacy that we leave.

We each bring distinct technical expertise and have the agency to make decisions related to the areas within our remit. We take a collaborative approach to our work and ensure that interconnectivity is supported through clear and consistent communication within our specialist areas and across the Heads team. In doing so, we ensure that any decisions we make are considered within the context of the wider organisation.

As senior leaders, we apply our professional experience and share our knowledge generously. We lead by example and ensure that our vision, values and culture are evident in everything that we do. We line manage different specialist areas across the organisation, providing operational oversight and support to deliver the strategy together. We listen to, develop, engage with and challenge our staff and mentor them to further develop their careers.

We continuously develop our services and expertise by seeking feedback from our internal and external stakeholders, by keeping up to date with changing trends, professional standards and legislation and by actively seeking more efficient and sustainable ways to contribute to achieving our strategic goals.

HEAD OF PEOPLE

ROLE PURPOSE

This new role sits in the People Directorate and is responsible for leading and shaping the operations of the People team, who manage the employment cycle of all employees, develop and implement people strategies, ensure legal compliance, develop talent, foster employee engagement, and promote organisational values and culture. The Head of People is line managed by the People Director who develops and shapes the directorate objectives and supports the strategic oversight of the Chief People Officer.

The Head of People plays an essential role ensuring the team's work aligns with our 2035 Strategy and vision.

Collaborating with other Heads they will forge strong relationships with employees and managers to develop talent and capability, will work to deliver best practice and employment compliance, advising and supporting with professional, insightful and considered advice in a wide range of people-related issues including employee relations, disciplinary matters and change management.

With oversight of the team's administrative responsibilities, they will ensure the accuracy and efficiency of HR administration and systems to support the effective operation of the people function. They will use employee data to provide information to support long-term business goals, focussing on issues such as matching resources to future needs and concerns about capability, development, culture, values and productivity.

The Head is responsible for developing the structure of the team and will have line management responsibilities for certain leads within that structure.

KEY RESPONSIBILITIES

As the head of people your role is to lead and manage the team across all offices With a strong focus on people, culture and inclusivity, you will foster a positive, inclusive, and productive work environment in line with your vision, values and strategy.

Key areas of responsibility are detailed below.

- **Employee Lifecycle Management:** Overseeing all stages of the employee journey, from recruitment and onboarding to performance management, promotions, and offboarding, while ensuring consistency and fairness.
- **HR Compliance & Best Practice:** Keeping up-to-date with employment laws and HR best practices, ensuring all people policies and procedures are effectively implemented, and managing risks.
- **Advisory and Support:** Providing professional advice and support to managers and employees on a wide range of people-related issues, including employee relations, disciplinary matters, and change management.
- **Culture & Engagement:** Championing and cultivating a positive workplace culture by developing strategies for employee engagement, talent management, and diversity, equity, and inclusion (EDI) initiatives.
- **Recruitment & Talent:** Managing the recruitment process to ensure a positive candidate experience and securing good talent, which includes creating job descriptions and adverts.
- **HR Administration:** Overseeing and ensuring the accuracy and efficiency of HR administration and systems to support the effective operation of the people and culture function.
- To provide high quality information from employee data sources to inform actions and strategy. You will have responsibility for ensuring that people data is managed well and strive to maximise

the value of our data and exploit opportunities to use our data for impactful purposes helping to fulfil our strategic goals.

- Focus on improving employee benefits, development opportunities and wellbeing

GOVERNANCE AND ACCOUNTABILITY

- Financial, operational and people management responsibility for the performance of the team.
- Responsible for setting targets, managing delivery and ensuring performance is monitored and understood.
- Expected to contribute to the collective leadership of the business and work collaboratively across functions.
- Responsible for developing the structure of the team to ensure it can deliver on the strategic priorities and project demands.
- Responsible for the wellbeing, safety and sustainability of the team, including finances, risk management, quality, staff development and ensuring the team follows professional standards.

BEHAVIOURAL ATTRIBUTES

- Be visible, accountable, and trustworthy
- Be agile in your leadership and management to respond and adapt to organisational priorities and strategic tactics
- Be optimistic and a positive influence, inspiring creativeness, and innovation in others
- Provide for the mentoring, coaching, and training of your team
- Provide encouragement, recognition, and reward when it is due
- To be assured and confident in your work and personal interactions, reflecting to the organisation and the outside world the vision and values of the organisation
- Be engaging and inspire collaboration
- Consistent messaging, positive behaviours, promotion of this in others.