



JOB DESCRIPTION

JOB TITLE: HEAD OF PEOPLE
REPORTING TO: MANAGING DIRECTOR

Number of Direct Reports:

This is a new role. It is anticipated that the head of people will have four to six direct reports as the role evolves.

Purpose of Role:

Vision

- People are at the core of all we do at Deep Beat entertainment, as our head of people you will work with the company leadership team to create and develop policies which help our organisation to attract and retain the very best team in the industry.

Administration

- Supervise and where required execute the administrative processes which ensure that best HR practices are followed at all times.

Legislative

- Ensure that the company is compliant with all employment legislation and that its behaviours deliver a positive culture.

Training and Development

- Create and lead an inspiring educational programme across the company brands.





DEEP BEAT ENTERTAINMENT



RECRUITMENT

Key Tasks:

Financial

- Ensure that your department is operated to agreed budget requirements.
- Coach and support site managers to ensure that they are achieving their labour ratios.
- Work with the company leadership team to review the efficiency of the labour modelling within the business. (Quarterly)
- Audit the company payroll processes.
- Complete annual salary competitor analysis.

Payroll:

- Review the company payroll submissions and authorise payment of the payroll.
- Ensure that all government requirements are followed, for example maternity pay, SSP and furlough.
- Work with the site managers to resolve any payroll queries promptly.

Policy:

- Influence and work with the senior leadership team to create policies which drive the company performance, for example:
 - Training and Development
 - Reward and recognition
 - Performance
 - Service levels

Communication:

- Work with the head of marketing to deliver the monthly staff newsletter.
- Build strong relationships with staffing sources in the towns that sites are based in.
- Oversea the company mentoring programme.





DEEP BEAT ENTERTAINMENT



RECRUITMENT

Apprenticeships:

- Initiate and manage the company apprenticeship programme.

Advice:

- Be the subject matter expert for HR advice and guidance.
- Ensure that the sites are operating with robust HR procedures.

Unions:

- Liaise with union representatives as required.
- Be proactive in building positive relationships with unions or collective groups.

Training and Development:

- Prepare an annual training and development plan for the company.
- Monitor and review the company's appraisal scheme.

Recruitment:

- Support the site managers with recruitment requirements.
- Work with the managing director and operations director to recruit senior roles into the company.

Technology:

- Review the company's existing systems.
- Continuously review the latest HR technology to ensure that the company may benefit from any efficiencies this may yield.

GDPR:

- To ensure that the HR department, follows the company's GDPR policy.
- To review quarterly the departments compliance to GDPR legislation.

Travel :

- This role involves travel and some weekend working.

