



### Job Title: Head of Human Resources

#### Job Summary:

**Help us put our people at the front of all we do.** We are on a mission to create a highly engaging environment, where business and people's dreams align.

Nant Ltd are an award-winning Legionella Control and Water Safety business located in the heart of the West Midlands. Sustained success over the past decade has led to growth and development making us the very best at what we do for our clients. 2022 is a crucial year in our journey, where we need the skills of an experienced and ambitious Human Resource professional to join us and help us build the infrastructure which will allow us to continue to exceed our client expectations through our talented people. We have ambitious plans of bringing in many new people across the business and the Head of Human Resources will be at the forefront of shaping and executing this exciting journey.

#### Responsibilities and Duties:

The role of Head of Human Resources will be the heartbeat of all future successes within Nant Ltd. They will lead an effective employee life cycle for all our people to ensure Nant Ltd attract, develop, and retain the very best people to ensure we continue to work towards our collective vision and values.

Day-to-day activities within this role include:

1. Strategy
  - Working with the board and SMT to design and deliver a corporate workforce strategy to achieve the requirements of the company mission
  - Collaborate with external stakeholders to ensure Nant Ltd achieve their commitments to various CSR initiatives and tackle the wider challenges within society
  - Ensuring Nant policies and procedures are current and clearly understood by all stakeholder groups
2. Attraction
  - Building external networking streams to ensure Nant Ltd have a proactive and diverse approach to finding top talent
  - Assisting in ensuring our reputation for being the company to work for is understood through multiple communication channels
3. Recruitment
  - Co-ordinate and oversee all recruitment to ensure the delivery of the corporate workforce strategy
4. Onboarding
  - Lead the process for all new talent to ensure they fully understand the expectations and requirements of being a Nant employee
5. Development and Retention
  - Implementation and execution of a learning and development program for all employees which aligns the goals of the employee with those of the business
  - Working closely with the management team to ensure the corporate workforce strategy manages talent pools and succession planning to allow the company to operate efficiently from both a short- and long-term perspective

- Lead regular reviews of employee engagement and satisfaction surveys and implement feedback into the corporate workforce strategy
  - Lead all HR processes and procedures outlined within the company handbook to ensure best practices are adopted in the business's best interests
6. Separation
- Ensure effective exit strategies are conducted to ensure we can learn and update our corporate workforce strategy to continue to strive towards retaining our talent

## Qualifications and Skills

### Technical Skills

- Demonstration of education and qualifications in Human Resources
- Demonstration of knowledge and experience in working within Human Resources role
- Demonstration of knowledge and experience of devising and executing strategic HR plans

### Personal competencies

- Strong leadership skills
- Highly organised
- Good administrative skills
- Negotiation and influencing skills
- Trusting and honest
- Positivity
- Responsible
- Natural problem solver
- Verbal and written communication skills
- Open minded
- Flexible/Adaptive
- Creative



## Salary and Benefits

### Salary Range

- Negotiable

### Benefits

- Working with like-minded ambitious people to achieve personal and professional goals
- Regular external networking opportunities through channels such as local chambers of commerce
- Company pension scheme – 5% employer, 4% employee with option for you to contribute more
- Private healthcare scheme provided – which includes services such as:
  - Optical
  - Dental
  - Physio
  - Chiropractic
  - Hypnotherapy
  - 24-hour GP service
  - 24-hour helpline for counselling, tax, and legal services
  - Health and wellbeing services
- Internal social calendar, regular team events throughout year
- Flexibility
- Development and training available to assist progression
- Company car/allowance dependant on job requirements