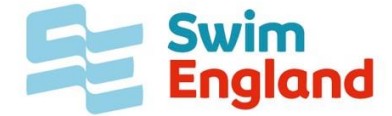


# Job Description



**Job Title:** People Director  
**Department:** Senior Leadership Team  
**Reporting to:** Chief Executive Officer  
**Direct Reports:** 3  
**Location:** Office based (minimum 3 days per week)  
**Grade:** 3

## Job Purpose:

To provide the strategic direction and leadership for the People function, enabling the development and maintenance of a high-performance culture.

## Values:

We are Ambitious  
We Include  
We Collaborate  
We Do What's Right

## Key responsibilities

- Provide outstanding organisational leadership to the group of companies as part of the Senior Leadership Team
- Work with CEO and SLT colleagues to develop and evolve a high-performance culture, where colleagues work hard to make a difference, have fun, maintain work/life balance and choose to invest in their own growth.
- Set the strategic direction and implementation plan for the following areas:
  - Talent acquisition and retention
  - Onboarding/induction
  - Learning & Development
  - Succession Planning
  - Engagement
  - Reward (remuneration, benefits)
- Lead and be accountable for the People team, ensuring the highest standards of operational practice.
- Be a trusted advisor to the CEO and SLT, including identification and mitigation of risks to the organisation.
- Contribute to ensuring engagement at all levels of the sport (Regions, Counties and Clubs) to align the national strategy and direction with local strategies.
- Ensure compliance with all employment laws.
- To ensure the organisation as a corporate business operates safely and is compliant with all relevant health and safety laws and regulations.

## Skills and experience required

### Essential

- Enterprise mindset
- Values led with alignment to the Swim England values
- Experience of cultural transformation
- Established as a credible trusted advisor
- Thorough and current knowledge of employment law and practices
- Experience at a senior level of leading an HR/People team to deliver agreed objectives and plans
- Experience of setting and controlling budgets
- Excellent coaching and mentoring skills
- CIPD qualification – minimum Level 7

### Desirable

- Experience of working within a sporting environment.