



# Trustee lead for HR/People



## What will you do?

This is in addition to the general Trustee role description

### Specific duties and responsibilities of Trustee HR Lead at Citizens Advice, Bridgend

Draft July 2024

1. **Oversee** highest standards of governance in HR/EDI related policies, contractual arrangements, and practices through regular review with SMT.
2. **Provide assistance** to the organisation to ensure that the employment policy framework is regularly reviewed and updated where and when necessary in order to maintain compliance with current and emerging legislation, best practices and professional guidance.
3. **Work with SMT to monitor** implementation of LCA employment policies and practices in order to enable the achievement of the LCA's charitable objectives and strategic plans, and to evaluate how they impact employees, volunteers, and ultimately clients
4. **Support SMT** with an HR strategic planning process that maintains its alignment with the LCA's strategic plans in order to achieve the overarching vision, goals and objectives of the organisation
5. **Update the Trustee Board** from time to time with any assessments of employment-related risks, and recommend any required HR interventions in the light of changing legal requirements, organisational change, and emerging best practices

6. **Provide assistance to the Chair of the Trustee Board** to review the performance and development of the organisation's Chief Executive, and to be responsible for the recruitment and onboarding of new Trustees as required.
7. **Assist and support** the Trustee Board with decisions concerning salary reviews and potential increases in order to attract, reward and retain staff
8. **Enable** the Trustee Board to maintain its awareness and understanding in respect of ongoing developments in UK and CiTa HR compliance requirements and emerging best practices
9. **Provide advice and support as required** to the Chair of the Trustee Board in managing any HR issues within the Board, and also to the CEO for any HR issues within the LCA, as required.
10. **Support and enable** the growth of the levels of HR competence of the LCA SMT through the provision of **oversight, review, feedback, advice, mentoring, and/or coaching as required** in order to improve self sufficiency in HR matters
11. **Assist the CEO** to identify and meet any operational HR staff resource recruitment needs that might be required in the light of organisational growth and change
12. **Maintain contact** with the local and wider CiTa network about HR matters, and share best practices, expertise and resources as appropriate.
13. **Assist with liaison** with external bodies and service providers as required on HR issues that require external assistance, such as employment solicitors, HR consultants, Employment Tribunals, HR software providers etc.



## What's in it for me?

- make a positive difference to people's lives
- learn about how the LCA service development and delivery is impacted by HR and People Management policies and practices
- build on valuable skills such as leadership and strategic direction
- opportunity to build others' skill and knowledge of HR and People Management
- have a positive impact on service delivery for our clients and on our community and on broader society



## What do you need to have?

1. **Ideally** several years experience of Membership of CIPD will be an advantage
2. An interest in people and how they work together to get things done
3. An ability to build effective working relationships with employees, volunteers and Board members
4. Respect views, values and cultures that are different to your own, and promote the benefits of equality, diversity and inclusion
5. Have good listening, verbal and written communication skills
6. Have a strong motivation to take responsibility for your own learning



## How much time do you need to give?

Trustee boards usually meet in the evenings and you'll likely need to give 8+ hours per month on average and you may need to attend meetings with the Board and SMT, the HR Sub Committee, Casew, or meet with volunteers and staff occasionally within the local Citizens Advice.



## Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.