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ABOUT US**New Victoria Hospital is a private, charity owned hospital based in Kingston upon Thames, Surrey and is one of the few remaining independent hospitals in the country.  We’ve provided a high level of service to the local community for over sixty years and are frequently ranked by patients as one of the top private hospitals in London.

**HUMAN** **RESOURCES DIRECTOR**

**JOB DESCRIPTION**

Excellent standards of patient care, the expertise and compassion of our staff, together with our constant investment in the latest and best equipment, enable us to have an uncompromising commitment to our patients’ safety and comfort.    
  
**THE ROLE**  
We employ 250+ people across clinical and non-clinical departments and require an **HR Director** to oversee our HR department with the focus on people welfare, growth and development. Reporting directly to the CEO and as part of the Executive Management Team, this is a hands-on role for an experienced HR professional looking to contribute to, and have an impact on the growth of the business. The successful candidate will be supported by an experienced HR Manager, HR Administrator, HR Assistant and Training Co-ordinator and management and leadership of this team plays a key component of the role.  
  
**KEY RESPONSIBILITIES:**\* Strategic leadership to deliver effective HR operations and services that dovetail the Hospital’s  
 over-arching strategy and business objectives  
\* Bring new ideas to the department and wider organisation to build a strong(er) people culture   
 and staff engagement

\* Imbed values within working practices throughout the organisation

\* Champion learning and development initiatives across the business

\* Report on HR metrics. Implement improvement initiatives as required  
\* Champion best working practices, equality and diversity and pay differentials

\* Ensure compliance to governing body standards

**THE IDEAL CANDIDATE:**- Collaborative, team player  
- Hands-on and ‘can-do’ approach

* Experience of working in an HR Director capacity  
  - Excellent communication skills across all levels (from cleaners to consultants)  
  - CIPD qualified with ongoing desire to improve professional learning and development  
  - Healthcare sector experience – desirable, but not essential  
  - Managerial/senior leadership team experience  
    
  **SALARY & BENEFITS:**- Excellent basic salary together with private pension, private medical and dental insurance
* Life Assurance membership scheme offering four times annual salary payment to nominated beneficiaries
* Discounted Hospital care for immediate family members
* 30 days holiday
* Coaching and 24/7 confidential helpline support
* Subsidised restaurant offering breakfast and lunch
* Cycle to Work Scheme and Season Ticket loan
* Mental health and wellbeing initiatives through our Be Kind to Your Mind program  
    
  **TIMINGS:**   
    
  - The recruitment selection process will run as follows:-  
    
   \* first stage interviews online (allow 30 mins)   
   \* short-listed candidates interviewed (on site/in person by CEO) by 15.04.22  
   \* final candidate / EMT interview/meeting and site tour by 22.04.22  
   \* offer issued by 29.04.22