

Head of HR

Job Description



Salary – starting from £45,000



Location – Hybrid with in-person work at the Birmingham Office (B4 6AF), internal/ external meetings, and other work-related events. In line with business needs and as mutually agreed.



Working hours – Full-time (37.5 hours)



Contract – Permanent Role



Reporting to – Chief Operating Officer (COO)



Who is Genius Within and What do we do?

Genius Within CIC is a social enterprise established in 2011 to help neurominorities fulfil their potential in employment and their careers. Neurodiversity creates strengths that can benefit workplaces and communities.

We are working towards a future where all adults with neurodiversity will be able to maximise their potential and work to their strengths; where those with problems at work or in custody receive the diagnosis, coaching and support that they need. We provide Assessments, coaching, awareness training and in work support alongside social inclusion work and services for young people.

Equality, Diversity & Inclusion

Genius Within cares deeply about creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and a disability confident leader. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

Genius Within does not require disclosure to make reasonable adjustments. We ask all employees “how can we support you to work at your best” and are adept at provision of coaching, technology, flexible terms to meet this objective. Our highly successful majority disability staff team are testament to the benefits of making adjustments.

Role Overview

This is a senior leadership role responsible for leading all areas of Human Resources at Genius Within. The Head of HR ensures that our people practices support the organisation's goals and values. This includes planning and delivering activities that help the organisation grow in an inclusive and sustainable way.

The Head of HR leads on areas such as:

- Organisational development (e.g. designing team structures, supporting leadership capability, planning for future roles)
- Culture (e.g. creating a positive working environment, continuing and evolving our established feedback models, promoting psychological safety)
- Workforce planning (e.g. understanding future staffing needs, supporting recruitment and succession planning)
- Inclusion (e.g. leading on neuroinclusion, disability inclusion, anti-racism actions, and supporting diverse talent development)
- Embedding Genius Finder, our internal tool, to inform and support personal development, job crafting and team structures.

The Head of HR works closely with the Senior Leadership Team to ensure HR practices are fair, transparent, and legally compliant. You will be responsible for the HR Advisor, who is responsible for operational and administrative HR tasks.

The person in this role will need to work collaboratively, communicate clearly, and be comfortable making decisions that support both people and the wider organisation.

Main Duties and Responsibilities

Strategic HR Leadership

- Develop and lead the HR strategy in line with organisational objectives and strategy.
- Translate organisational goals into HR action plans and monitor progress against key performance indicators.
- Advise the Senior Leadership Team and Board (when required) on people strategy, risk, and compliance.
- Prepare and present regular people reports and insights to inform decision-making.
- Support business growth through workforce planning and skills forecasting.

Organisational Development and Culture

- Lead organisation design and structural reviews to ensure teams are aligned with business priorities.
- Plan and manage change projects (e.g. restructures, HR system rollouts), ensuring clear communication and support for staff.
- Foster a culture of learning, inclusion, psychological safety, and collaboration.
- Use clean feedback (e.g. quarterly pulse surveys, annual engagement survey, 1:1s, exit data) to drive cultural improvement.
- Role model inclusive leadership practices and contribute to a positive employee experience across all teams.

Talent Acquisition and Onboarding

- Design and oversee strategic recruitment processes aligned to organisational needs.
- Build and promote an internal employer brand that attracts diverse and values-aligned candidates.
- Ensure inclusive recruitment practices are followed throughout and regularly reviewed for improvements.

Performance, Succession and Development

- Embed a clear and supportive performance management approach.
- Facilitate leadership development and coaching across senior and management levels.
- Lead succession planning and talent mapping processes.
- Embed the use of Genius Finder into performance conversations, team reviews, and career development planning.

Learning and CPD

- Oversee company-wide learning and development strategy.
- Ensure all employees have access to relevant and meaningful CPD opportunities.
- Evaluate training impact and develop learning pathways for high-potential staff.

Employee Relations and Legal Compliance

- Lead on complex employee relations issues, including restructuring, redundancies, and legal processes.
- Ensure employment policies comply with UK law and best practice.

Reward and Recognition

- Design and review pay frameworks, salary benchmarking, and benefits.
- Ensure internal pay equity and oversee annual pay reviews.

Inclusion, Diversity, Equity, and Belonging (DEIB)

- Lead the DEIB strategy, including anti-racism work and disability inclusion.
- Oversee ethnicity pay gap reporting and related actions.
- Ensure recruitment, promotion and learning practices are neuroinclusive and support equal opportunities.
- Collaborate with internal teams to embed inclusion in all people processes.

HR Data

- Oversee the organisation's HR systems and digital tools.
- Ensure integration of tools like Genius Finder into recruitment, development and team planning. Regularly using our internal heatmap to form part of strategic decisions.
- Improve processes through system automation and ensure data security and compliance with GDPR.
- Use people data to identify trends, evaluate impact and inform continuous improvement.

Policy, Processes and Compliance

- Own the development, implementation and review of all HR policies.
- Ensure policies are accessible and understood by all staff.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Knowledge, Skills, and Experience

Required

- Relevant experience in a similar role
- Strong project management skills
- Experience driving a high performing culture
- Fluent in UK HR legislation, Equality Act, and disability inclusion best practice
- Experience with data management, accuracy and attention to detail
- Competent and confident in the use of IT, including MS Office suite
- Tolerant, non-judgemental attitude towards people who are socially excluded
- Ability to role model and 'walk own talk' through attention to own patterns of behaviour, learning and career progression
- Demonstrable cultural sensitivity and interest/experience in disability inclusion and the legal parameters
- Strong team player with experience of building good relationships across both local and national teams and a willingness to take ownership and be held accountable.

Desirable

- CIPD Level 7 qualified or similar
- US HR legislation and disability inclusion best practice (desirable)
- Coaching Psychology, Systemic modelling (or willingness to learn)

Safeguarding: Essential

- Ability to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults

Other Information

Genius Within is an accredited Disability Confident Leader. If you require any adjustments, please let us know as soon as possible to support you to be at your best during this process.

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The successful candidate must undergo a basic DBS check, on the basis that the role involves contact with vulnerable adults, in accordance with the Rehabilitation of Offenders Act (1974). Other relevant recruitment checks may also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearance.

We recognise the contribution that people with criminal records can make as employees and associates and welcome applications from applicants who meet the role requirements. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Our core values include openness and integrity and we work hard to create a culture built on trust and transparency. This is extremely important in order to serve our community who rely on us to provide a safe space and support for them to unlock their own Genius Within. vetting and clearance.