



Head of Culture



Job description & Person Specification

Buttress

November 2024





**Buttress is a
leading design
studio. We are
people shaping
places for people.**

Architecture for an equitable tomorrow

Cultural Manifesto

We are people, designing spaces for people.

We are highly trusting of the people we work with, supporting them to bring their full creative potential to bear on our work as part of a team. We respect their skill and craft and value their unique perspective; always measuring success by how spaces feel to those who use them.

We deliver timeless buildings.

For both new-build and heritage projects, we use our deep knowledge, thoughtfulness and attention to context, to produce work that endures. This includes honouring the natural world, our home under threat. A perspective maintained across the whole development process end-to-end irrespective of fashion.

We design with meaning and integrity.

Conceiving spaces and places of meaning and endurance is our real expertise. It takes deep knowledge of people and places they have loved for hundreds of years. To look down the road ahead, and at the challenges of the day, you need to combine creativity and skill, problem-solving and curiosity.

We are super collaborators.

Our clients have diverse perspectives and requirements. We seek to understand all of them in our process to shape the best spaces, to meet people's needs, and build a sense of community. We excel in cooperative teamwork; embracing the wide variety of skills and personalities available to us

We are driven by the creative potential of the future.

We are a company with heart, driven by hope, supporting one another to grow through challenge. Believing that together we will shape a better world. Where all can live well with dignity, where we inspire good in one another.



Head of Culture

Reports to:

Board Director

Contract and salary range

3 years fixed term, part time 0.6 FTE, up to £55,000 pro rata

General role

Architecture for an equitable tomorrow

Buttress is looking for an experienced HR professional to take a leading role in implementing the strategic changes we need to support our continued growth, whilst ensuring that our culture and values are deeply embedded and day to day people related matters are addressed with compassion, effectiveness and minimising risks to the business.

Working alongside our Studio Operations & HR Associate and reporting to the Board Director, this fixed term role will have two distinct strands as we explore new governance structures compatible with our B:Corp status.

1. **Supporting the business with structural changes from a people perspective**

Buttress has experienced significant growth in recent years, whilst becoming well known for its progressive and inclusive culture. This has been achieved through working to express our purpose and values, including through the accountability of B:Corp accreditation.

You will join us at a time where our policies, procedures and processes are evolving quickly to meet our medium term business needs and will have the opportunity to positively shape strategic change.

A key part of the role is therefore to work with the Studio Operations & HR Associate to develop plans for policy, process, structure development and talent management and to implement those plans over the next three years, ensuring that the business is in excellent shape for the following decade and in line with its long term strategy.

Core to this is the need to pro-actively and constantly ensure that our purpose and values, as expressed through our cultural manifesto, are deeply embedded in all business activity; you will pro-actively advise the business and its departments on how to achieve this.

2. **Supporting and mentoring the Studio Operations & HR Associate with day to day people related matters**

Our Studio Operations & HR Associate currently carries duties around studio management alongside people focused responsibilities, but they will increasingly focus more on HR during the coming years.

As part of their career progression, they are developing through CIPD study (currently towards Level 5) and gaining first hand experience in the role, with support from the Director of People and our external HR Business Partner.

We wish now to put into place more direct and experienced mentoring, such that our Studio Operations & HR Associate will, by the end of the 3 year period, be sufficiently qualified, skilled and experienced to act in a Head of People & Culture role for the business.

Person Specification

- Proven experience in senior HR roles, within the AEC industry environment ideally
- Experience of alternative corporate governance structures, such as Employee Owned Trusts
- Qualified to CIPD Level 7 or equivalent, with Chartered Membership of CIPD
- Excellent knowledge of UK employment law and best practice
- Excellent communication and interpersonal skills
- A collaborative and approachable attitude, able to build relationships at all levels

Competencies

- Authenticity: able to gain the trust of others and consistently act with integrity
- Commerciality / business savvy: can credibly demonstrate their understanding of business operations and the systems, process and functions that drive profitable growth
- Change management: able to drive organisational and cultural transformation to help the business adapt to changing demands
- Comfortable with ambiguity: and the ability to make rational decisions during unpredictable times
- Emotional intelligence: able to handle issues judiciously and empathetically and to role model emotional intelligence through their actions
- Executive decorum: a disposition that reassures others internally and externally
- Financial awareness: able to interpret financial data and use it to substantiate any strategic people decisions/plans
- Strategic vision: based on robust analysis of environmental trends, internal resources and our purpose and values

Role Responsibilities

- Working with the Board of Directors, Director of People, Studio Operations & HR Associate and internal stakeholders, develop and deliver a People Strategy, aligned to short, medium and long term business strategies
- Support the business in its exploration and transition to an alternative governance structure, with a focus on maximising identified cultural benefits
- Support the delivery of the People Strategy as well as support day-to-day HR activity
- Development and delivery of a Learning & Development Plan
- Embed our purpose and cultural manifesto across all aspects of the business
- Review and update policies and processes
- Provide internal training for colleagues with people management responsibility
- Develop and mentor the Studio Operations & HR Associate
- Support the adoption of dedicated HR software and its integration across other business systems
- Maintain an understanding of upcoming legislative changes which might impact the business and ensure we are well placed to implement necessary changes in a timely manner
- Establish Buttress within appropriate external HR networks, ensuring external perspectives and influences positively shape our People function
- Provide regular updates to the Board



What we offer

- This is a 3 year fixed term role, 0.6FTE
- The salary will be in a range of £50, 000 to £55, 000, pro rata to 37.5hrs per week and subject to experience
- Flexible working available with 60% of time from our studios in Manchester and Leeds
- Workplace pension with employer contributions and optional salary sacrifice scheme
- 33 days holiday pro rata (including bank holidays) with full closure over the Christmas period
- Employee Assistance Programme, currently through Vitality
- Annual staff trip with travel and accommodation paid by the business
- Free annual flu vaccinations
- Enhanced maternity, paternity and shared parental leave
- Enhanced sick pay scheme
- Wellbeing initiatives and mental health first aiders
- Cycle to work scheme
- Inclusive social calendar

The hiring process:

Your application for the role will have all personal information removed and will be passed to the hiring panel for initial review, screening calls and short-listing. We will notify all candidates of our decision as soon as possible.

The short-listed candidates will then be assessed through the following stages:

- Stage 1: Hiring Manager interview (Studio Operations & HR Associate & Director of People)
- Stage 2: Presentation to hiring panel
- Stage 3: Executive Interview (Managing Director and AN Other Board Member)

We suggest you take the opportunity to have an informal conversation with a member of the hiring team in deciding whether to apply.

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Corporation

