



Director of People & Insights

Job description

Job Description

Director of People & Insights

Location: Edinburgh, Bellshill, Inverness, Caithness or Irvine (Hybrid)

Reports to: CEO

Direct reports: Head of Public Affairs, Strategy & Communications; Head of HR/OD & H&S

Purpose of the Role

As a key member of the Executive Team, you will provide strategic leadership that shapes Cairn's culture, people strategy, organisational performance, and external reputation. You will create the conditions for a high-performing, inclusive, and values-driven workplace while ensuring our business planning and public affairs work align with our long-term ambitions.

Through visionary leadership, you will:

- Foster an engaged, collaborative, and high-performing workforce.
 - Lead organisational change and continuous improvement.
 - Strengthen Cairn's relationships with tenants, partners, and policymakers through insight-led engagement.
 - Position Cairn as a respected, influential voice in our sector.
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Key Responsibilities

1. People & Culture

- Develop and implement a forward-looking people strategy to attract, develop, and retain top talent.
- Shape a culture of inclusion, engagement, and innovation aligned with Cairn's values.
- Lead organisational design and workforce planning to enable strategic goals.
- Ensure performance management systems drive accountability and excellence.
- Champion employee wellbeing and professional growth.

2. Organisational Strategy & Performance

- Oversee business planning and ensure strategic objectives are delivered effectively.
- Embed a culture of continuous improvement across the organisation.
- Provide strategic oversight for health, safety, and risk management.
- Lead budget planning and financial stewardship within your remit.

3. Customer & Tenant Insights

- Lead a data-driven customer insights approach to improve services and decision-making.
- Ensure tenant voice is integral to shaping strategy, policy, and operations.

4. Communications, Public Affairs & Reputation

- Direct strategic communications and marketing to enhance engagement and brand presence.
 - Lead public affairs strategy to influence policy and strengthen key relationships.
 - Act as a visible ambassador for Cairn with stakeholders, partners, and the wider sector.
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Key Relationships

- **Internal:** CEO, Executive Leadership Team, Board, Operational Leaders, and colleagues across all regions.
- **External:** Tenants, policymakers, regulators, partner agencies, professional and industry bodies.

Person Specification

All criteria in the specification are essential unless marked as desirable.

Qualifications

- Degree-level qualification or equivalent senior leadership experience.
- Evidence of ongoing professional development.

Experience

- Senior leadership in HR/People or organisational development.
- Proven track record in organisational change, culture building, and performance improvement.
- Board-level engagement and strategic decision-making.
- Budget leadership and resource management.
- Public affairs and stakeholder influence **(desirable)**.

Knowledge & Skills

- Deep understanding of people strategy, culture, and organisational performance.
- Knowledge of HR, EDI, and H&S legislation and best practice.
- Outstanding leadership, communication, and influencing skills.
- Strong strategic planning, analytical, and problem-solving capability.
- Ability to inspire and unite multi-disciplinary teams.

Attributes

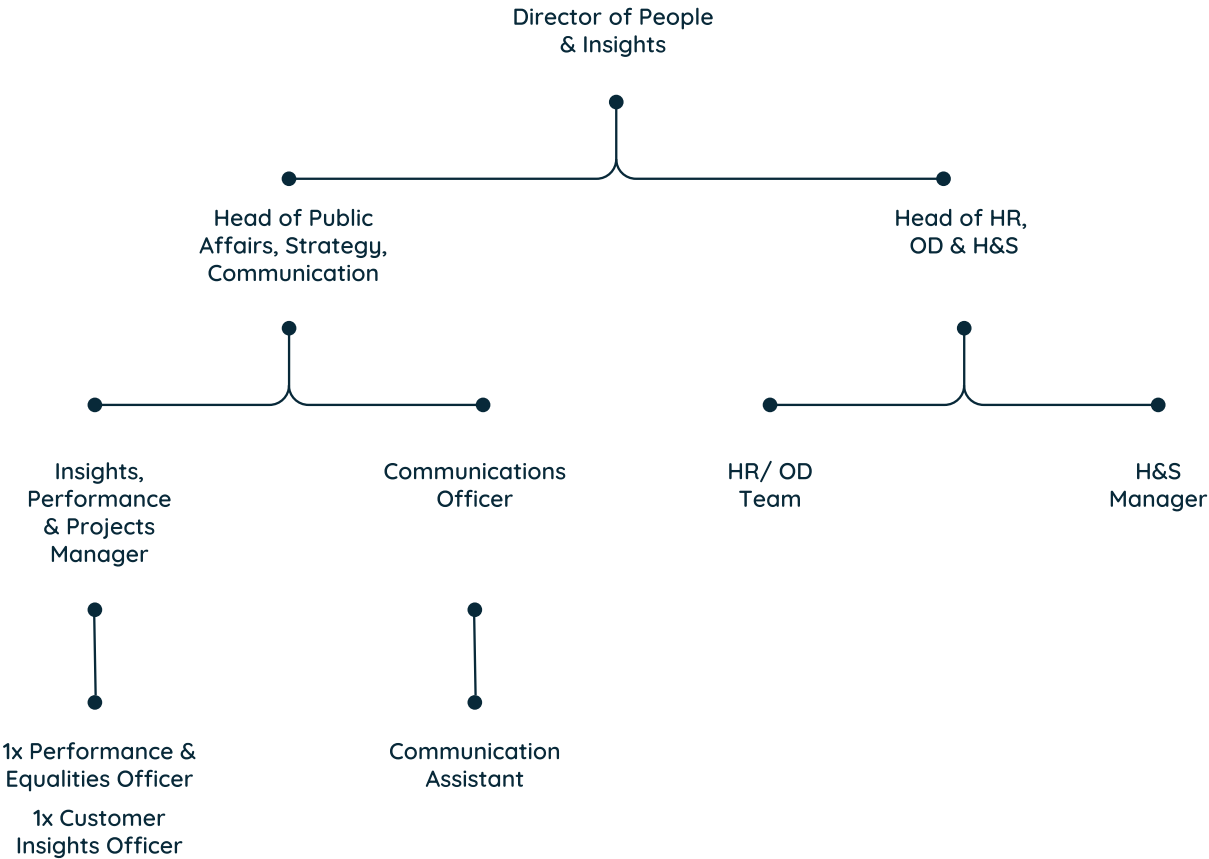
- Strategic thinker with a collaborative mindset.
- Visible and inspiring leader with a commitment to Cairn's values.
- Resilient, adaptable, and outcomes-focused.

Additional Requirements

- Full UK driving licence and access to a vehicle.

This description outlines the broad responsibilities of the role and may be subject to review as organisational priorities evolve.

People & Insights



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