

Job Description

Job title: People Advisor

Reports to: Head of People

1. Main purpose of the job

As an experienced People Advisor, you will provide expert advice and guidance on employee relations casework, supporting managers, staff and colleagues across the full employee lifecycle, working as part of the People team to support the strategic and operational needs of the people agenda.

Working closely and in conjunction with the Head of People, this role provides advice on all people matters, in accordance with the Charity's people policies and procedures and legal requirements.

You will act as the first point of contact and work closely with managers both across the Charity and within assigned directorate areas in a partnering approach, to provide effective HR advice and support across the full employee lifecycle.

You will work in conjunction with the Head of People in the review development of specific people policies and procedures and specific project work, including and not limited to the implementation of wellbeing, Equality Diversity and Inclusion (EDI) and engagement initiatives to create a positive employee experience across the Charity.

2. Main duties / responsibilities

Provide People Guidance and Advice:

- Provide efficient, effective and customer focussed people service which supports all aspects of an employee's relationship and engagement with the Charity. To advise managers and employees in the interpretation and application of terms and conditions of employment, people policies, current legislation and codes of practice, ensuring good employment practices are maintained and legal obligations are fulfilled.
- To provide professional advice and support to managers in dealing with employee relation issues involving matters of discipline, capability, grievance, change management, probation or performance, ensuring fair and consistent application of the Charity's policies and procedures. Providing HR procedural advice to the Chair of formal meetings relating to employee relations casework.

- Build effective working relationships and a partnering approach with managers and employees at all levels across the Charity, holding lead advisory responsibility for designated functions.
- Working closely with the People Advisor, and sharing expertise as appropriate, you will be required at times, to provide advisory support to all areas of the Charity, and not just those that you have designated responsibility for, providing business resilience and contingency.
- To exercise judgement in resolving employee relations and people issues escalating to the Head of People as appropriate.
- To advise on, and in conjunction with the Head of People, deliver elements of organisational development and design that will facilitate improved performance and effectiveness within the Charity as appropriate, including restructures, job redesign, and leading consultation processes with impacted employee(s) groups.
- Review, develop and implement employment policies, in conjunction with the Head of People ensuring their continued relevance and legal compliance.
- Identify and support ongoing process improvements, ensuring effective and consistent people processes are provided across the Charity.

Recruitment and Onboarding:

- Delivery of recruitment activity and processes across the Charity, working collaboratively with recruiting managers to ensure effective engagement of candidates. Ensuring recruitment processes are compliant with employment legislation and advising managers on suitable recruitment strategies.
- To undertake job grading assessments for all new jobs and job reviews in line with the Charity's grading process, providing advice and guidance on job design and structure.
- To ensure that all employees receive an effective and consistent onboarding experience, working closely with the people team and hiring managers to identify areas for improvements.
- Ensure ongoing compliance with all necessary pre-employment and ongoing employee/worker paperwork. This includes and is not limited to, Disclosure and Barring Service checks, right to work and immigration checks, professional registration checks and health screening checks.

Employee Wellbeing, Experience and Equality, Diversity and Inclusion:

- Champion a people centred approach to employment processes, ensuring all the development of professional working relationships across all areas of the Charity are supportive, efficient, and align with our core values.
- Assist the Head of People in delivering wellbeing initiatives by helping to coordinate activities that promote employee wellbeing, and by taking proactive steps to explore wellbeing initiatives to further enhance and support the Charity's wellbeing agenda.

- Support staff engagement strategies across the Charity in conjunction with the Head of People. These may include but are not limited to the following initiatives: staff flight programme, staff survey delivery, staff Induction events and contributing to the delivery of staff days.
- To promote EDI initiatives and accessible training across the Charity. Working with the Head of People to strengthen our inclusive and equitable people practices at all times and contributing to EDI and wellbeing networks.

Payroll, Compliance and People Analytics:

- Contributing to effective payroll provision by ensuring payroll information is processed accurately and in a timely manner, working with the Head of People to address and rectify any issues and process improvements.
- Ensure the accuracy of people data, ensuring that electronic staffing records are updated and maintained accurately in accordance with GDPR requirements and Charity policy, and that all data people systems are accessed and maintained in accordance. Working closely with the Caldicott Guardian where appropriate.
- Produce workforce reports to identify trends, ensuring the Head of People has accurate and insightful data to measure impact, inform decision making and for continuous improvements to be identified and implemented.

General duties/responsibilities

- From time to time, the post holder may be required to work at any of the Charity's sites in line with organisational needs.
- All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with Charity policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
- All staff are required to adhere to and act consistently with all relevant health and safety legislation and Charity policies and procedures in order to ensure that their own and the health, safety and security of others is maintained.
- Staff will actively promote the Charity's commitment to equality and diversity by treating everyone with dignity and respect.
- All employees should take a proactive approach to personal development in order to ensure that skillsets are aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs.
- All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
- It is the responsibility of all employees to conduct all business in an honest and ethical manner.
- Staff should uphold and demonstrate the Charity's values (reasoned, accountable, integrity, synergy and evolution).
- All staff should be aware of their responsibilities to protect the reputation of the charity e.g. social media and behaviour.

- Reporting incidents via the Radar system as part of an open and fair culture.
- Staff should be willing to undertake any activity as deemed appropriate by the charity that is in line with skills, experience and knowledge.

Person Specification:

Education and qualifications

Essential	Desirable
CIPD Level 5 Qualified or equivalent experience	
Evidence of Continued Professional Development (CPD)	

Knowledge and Experience

Essential	Desirable
Demonstrable HR/People Advisory experience, including handling employee relations casework and supporting organisational development	3 rd Sector / NHS background
Robust and up to date knowledge of employment legislation as evidenced through CPD and application	
Delivering HR projects to support and promote the employee experience	
Proficient in people information systems, HRIS, ATS and Microsoft Office	
Collaborative working - partnering with managers, HR/ People Team, Payroll	
Analysing complex information and workforce trends to support a culture of continuous development	
Experience providing informal guidance, coaching or mentoring	
Ability to resolve queries and provide creative solution focussed outcomes to people issues	
Handling sensitive people matters with discretion, and confidentiality, ensuring compliance with data protection	

Personal Skills

Essential	Desirable
Excellent communication and interpersonal skills: ability to influence, persuade and negotiate	

Commitment to values of the Charity and to the professional development of self and others	
Excellent organisational skills with the ability to prioritise effectively	
A solution-focussed approach to problem solving and relationship management	
Ability to meet deadlines and work under pressure	
Able to work effectively both independently and as part of a team	
Excellent customer service skills, with the ability to build and maintain positive professional working relationship across the Charity	
Attention to detail	
Full clean driving licence with access to own vehicle	
Ability to travel to other Charity sites (Cambridge) as and when required to carry out duties	