

Role: People Advisor (Maternity Cover)
 SALARY: Salary & Benefits - Competitive
 Date: June 2024



| Role | Need to do | Need to know | Values and Behaviours |
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| <p>Role Purpose:</p> <p>Working as a key member of the People Team, you will be delivering a proactive HR service to internal client groups in relation to all aspects of HR delivery (Recruitment, Onboarding, Training, ER Matters, HR Systems etc), in addition to BAU activities.</p> <p>You will support all elements of service delivery and the employee experience cycle from attraction and onboarding to family leave and leaving Central. As a member of the People Team, you will support on delivering on aspects of our People Strategy in relation to engaging, growing, performing, and rewarding our colleagues.</p> <p>As well as supporting all things Learning & Development, you will work closely with different teams, providing advice and keeping things running smoothly when it comes to central L&D activities and Apprenticeships.</p> <p>To excel in this role, you will hold a CIPD level 5 qualification (or working towards), strong knowledge of employment legislation and current HR practices and the confidence to advise stakeholders of all levels.</p> <p>Reports to:</p> <ul style="list-style-type: none"> HR Operations Manager <p>Direct reports – line management responsibility: No direct reports.</p> | <p>Outcomes:</p> <ul style="list-style-type: none"> • Lifecycle activities: Responsible for efficient coordination recruitment, onboarding and the entire lifecycle of an employee until they leave. • Volunteering – Responsible for the promotion and managing of Company Volunteering days • Data and Systems work Analysis: Reviewing, interpreting and analysing people related data to support and improve your area of responsibility and the and business. • Oversee HR Systems updates, create and update HR Dashboards and maintain system maps. • Provide support on Company Engagement Surveys • Policies and Procedures: Providing advice to the business on the application of all LGPSC policies and procedures, and responsible for amending/updating our policies where appropriate. • Learning & Development: Lead on key training programs including involvement in procurement of suppliers, scheduling training sessions, analysing feedback, booking venues and ordering lunch. • Administration and coordination of training bookings, venue hires and relationship management with external providers. • Manage the apprenticeship levy with support from People Team • Wellbeing and absence support: Providing advice and support to line managers and members of staff in relation to mental health and other absence issues • Employee Relations: Providing expert first line advice and guidance to colleagues and managers on a host of employee relations activities capability performance/qualification), disciplinary and grievances ensuring that legal and LGPSC requirements are met, that risks are appropriately managed and commercially sound. | <p>Skills/Knowledge /Experience/Competence:</p> <ul style="list-style-type: none"> • Previous experience of working at Advisor level in a generalist role (essential) • Experience of using business intelligence and tools for developing dashboards and management information • Experience of using the advanced features of Microsoft Excel • Previous experience in training design to create end-to-end learner journeys based on briefing, discovery, and diagnostic measures. • Ability to gather data and insights to identify learning needs, collect feedback, report on training completion, and continuously improve training. • Experience in delivering all elements of the training cycle for a range of learning solutions • Well-developed advisory skills, including building personal credibility and professionalism • Strong attention to detail skills. • Ability to prioritise multiple tasks. • Ability to demonstrate high confidentiality and discretion. • Ability to work successfully across HR operational issues • Knowledge positive performance culture, talent and resourcing <p>Qualifications</p> | <p>Values:</p> <ul style="list-style-type: none"> • Be curious enough to challenge and strong enough to change • Own outcomes with ambition and pride • Build trust through transparency and teamwork • Strive to shape a better future for everyone |

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| <p>Authorised signatory/approval: Not an authorised signatory.</p> <p>Governance bodies: A member of the Colleague Voice Group.</p> <p>No other memberships, but the postholder may be required to attend the firm's, Operations, Risk, Compliance and Audit Committee (ORCA) and/or other committees to support or present on ongoing business initiatives.</p> <p>Financial</p> <ul style="list-style-type: none"> • None <p>Non-Financial</p> <ul style="list-style-type: none"> • N/A • Health and Safety <p>Delegated Authority Levels:</p> <ul style="list-style-type: none"> • N/A <p>Relationships Internal and external:</p> <ul style="list-style-type: none"> • Heads/ Managers/ Colleagues • Partners • Payroll • Agencies • Suppliers • Legal <p>Regulatory classification (SM&CR): Conduct staff.</p> | <p>You will also undertake investigations in relation to grievances, disciplinaries and capability matters, or will attend such meetings where appropriate.</p> <ul style="list-style-type: none"> • Compensation and Benefits: Supporting the business with the annual salary review process | <p>Level 5 CIPD qualified or working towards getting qualified.</p> | |
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