



Job Description

Job Title:	People and Culture Advisor
Reporting to:	People & Culture Business Partners x 2
Salary:	£36,575
Location:	Hybrid with 2 days a week London office presence needed
Hours & Basis:	5 days a week – 35hours a week
Direct Reports:	0

About Place2Be

Following a period of growth (expansion in footprint), Place2Be is focused on going deeper into community and show casing our data and outcomes to continue to make the case for change for Children's Mental Health.

About People & Culture (P&C)

To help our people thrive, we believe our organisational identity needs to mirror that of a learning organisation and P&C unequivocally cultivate a culture of continuous learning and knowledge creation across all levels. The P&C team recognise the importance of adapting to change, acquiring new knowledge, and leveraging insights to enhance performance and achieve Place2Be Goals.

About this Role

This role ensures P&C proactively respond to concerns and drive proactive recommendations, solutions and upskilling with timely and accurate advice to enable managers and employees to focus on what they do best. This role is critical to enabling P&C to stand up the Employee Value Proposition and serves as the ears of the team, keeping an ear to the ground, sensing themes and taking an evidence informed approach.

Key Responsibilities:

- Support Line Managers and employees to resolve conflicts and employment concerns to maintain a harmonious workforce by providing employment law advice, options for resolution upholding Place2Be Policies and procedures. Provide guidance to Line Managers and Supervisors on fostering a positive workplace environment
- Manage case documentation to ensure record keeping trail, accuracy, consistency and compliance within HRIS (Cascade)



- Support consultations/ change management (documentation/ record-keeping)
 - Identify and escalate high risk cases to P&C Business partner in a timely manner.
 - Maintain professional, values aligned correspondence in line with policies and legislation
 - Collaborate with People and Culture Business Partners to address themes related to employee concerns
 - Ensure workplace practices comply with local employment laws and regulations
- Indirect development of People and Culture Coordinator's to build knowledge and ability to respond to mailbox queries.
- Contribute to People Policy writing and benchmarking
 - Contribute to design and delivery of appropriate Training content/ workshops or refreshers in line with P&C plan and organisational needs as identified with stakeholders and P&C team members.
 - On the job coaching and mentoring; using inquiry, advocacy and empathy
 - Development and continual review of line management toolkits and frameworks to drive empowerment & governance related to all things ER (e.g not limited to Grievance, Disciplinary, PM, Sickness, Health & Wellbeing)
 - Share Insights/ best practice sharing and case law with team, maintain own knowledge of UK employment law and case law in addition to attending quarterly internal updates from legal
 - Support TUPE transfers ensuring ELI is shared by the deadline, support consultation, mobilisation and post mobilisation people support
 - Drive a focus on performance coaching a culture of helping people improve and maintaining trusting relationships by coaching and mentoring Managers
 - Supporting Redundancies/ restructuring projects end to end including ensuring school exits and variations are managed in a legally compliant way – liaising regularly with People Coordinators to review whether process has been followed and minimising appeals
 - Ensure Right to work exits/ dismissals and Fixed Term Contracts are managed effectively and in a timely manner
 - Support visa applications where approved by Associate Director of P&C
 - Carry out exit interviews within 10 days receipt of resignation prioritising a call over form completion where feasible
 - Contribute to mailbox query resolution during absence of People and Culture Coordinator (holiday/ sickness cover) and supporting starters and leavers processing as required

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops and expands. The post holder may be required to undertake other duties as may reasonably be required from time to time.

What you will need:

- Strong organisational skills
- Demonstrable ability to coach and mentor on people policies
- Working understanding of UK employment law and commitment to keep updated *
- Upskilling team members and line managers on the job and structured training programmes/ workshops



- CIPD qualified level 5 or equivalent experience*
- Working knowledge and understanding of organisational change and development and effectiveness principles. *
- Knowledge of TUPE/ commitment to upskilling self
- Experience of reviewing & creating policies and procedures to a high standard, ensuring stakeholder feedback and benchmarking is undertaken and incorporated.
- Understanding of change & project management principles and demonstrable experience *
- The post holders brings demonstrable experience of robust trusting open relationships and driving employee involvement
- Flexible team player, with ability to deliver across multiple projects and priorities
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>.
- Humility, a curiosity and visibility is key to being successful as is managing scope creep!
- Commitment to upholding Equity, Diversity and Inclusion

** Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.*