



<b>Job Title:</b>	<b>People and Culture Advisor</b>
<b>Reporting to:</b>	<b>People &amp; Culture Business Partner</b>
<b>Salary:</b>	<b>£36,575</b>
<b>Location:</b>	<b>Minimum of Two days office presence (175 St John Street, Farringdon) and home-working</b>
<b>Hours &amp; Basis:</b>	<b>Permanent, 35hrs a week.</b>

#### **About this role:**

As a People and Culture Advisor, you will play a crucial role in supporting our employees and managers by providing expert advice on people-related matters, implementing HR policies and initiatives, and contributing to creating a positive and engaging workplace. You'll ensure compliance and data integrity across the HR systems by taking ownership for all 'in service changes' sharing relevant information with other departments as necessary.

#### **Key Responsibilities:**

- Act as the first point of contact for all People queries and ensure that a timely and responsive service is delivered to a high standard, i.e. maternity, sickness, performance, grievance, discipline etc.
- Advise and guide managers on employee relations issues working closely with the People and Culture Business Partner to escalate more complex cases.
- Manage first line employee relations issues providing guidance to both managers and staff with the aim of informal resolution where possible.
- Maintain accurate employee records and handle HR administrative tasks including the HR inbox.
- Work collaboratively with the Payroll team to process a wide range of changes to employment for staff across the organisation on a monthly basis.
- Oversee the renewal of employee DBS/PVG checks and update service checks across the organisation to ensure Place2Be staff are fully compliant with the checks needed for their roles.
- Contribute to the development and delivery of People initiatives and projects that underpin Place2Be's business priorities, values and culture.
- Contribute to improvements to processes that save time and create efficiencies.
- Represent People across departmental working groups, ensuring People aspects are fully considered
- Actively seek ways to develop understanding of organisational, sector and People industry issues and developments, keeping abreast of People best practice.
- Develop and maintain positive, collaborative working relationships across Place2Be to sustain the reputation of the People team as a professional support function.
- Promote and enhance a positive workplace culture by working in line with our values and promoting diversity, and inclusion at all times.



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:**

- Well organised with the ability to prioritise workload and self-awareness to seek help when required
  - Individual and team contributor
  - At least CIPD level 5 qualified with a good working understanding of UK Employment Law with the experience and therefore ability to implement legal advice into practice as relevant.
  - Experience of working with highly sensitive information and data in a confidential manner and accurately
  - Experience of People Systems Administration and Payroll processing
  - Experienced Advisor with the capability to challenge and ensure adherence and clarity of understanding Place2Be processes.
  - Excellent attention to detail and strong numeracy skills
  - Flexible team player, with ability to work under pressure and prioritise effectively.
  - Able to understand data, run reports and track data and Management information.
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  - 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/>.
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