

## JOB DESCRIPTION

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<b>Job Title:</b>	People and Culture Advisor
<b>Department:</b>	People and Culture – Central Services
<b>Reports to:</b>	People and Culture Business Partners
<b>Direct Reports:</b>	N/A
<b>Location:</b>	Head Office – Islington, London, N1
<b>Hours:</b>	37.5

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### JOB PURPOSE:

Reporting into the People and Culture Business Partners', the People and Culture Advisor will provide high quality generalist HR advice to managers and colleagues on a wide range of topics including contract reviews, performance management, absence, disciplinaries and grievance issues and ensure people operations, systems, analytics, and reporting are being delivered effectively.

Utilising your breadth of knowledge of people matters within the workplace, the Advisor will deliver an exceptional advisory and people support service across the organisation, acting as a trusted advisor on a wide range on people processes, policies and systems related issues and provide excellent people solutions, while establishing and maintain effective working relationships across the Group.

You will have demonstrable experience working in a similar HR advisory level, working with staff across all levels giving generalist HR advice, as well as advising on areas within employment law. With exceptional attention to detail and strong problem-solving skills, you'll be comfortable with a range of HR systems acting as the super user and will able to work independently and collaboratively to deliver against deadlines within a busy People and Culture team.

### KEY AREAS OF RESPONSIBILITIES:

- To deliver a full range of People and Culture advisory and support services to the Group
- To support line managers and the People and Culture Business Partners on matters relating to disciplinary, grievance and appeal
- To provide advice and guidance on policies, procedures and employment legislation
- To advise and support line managers on matters relating to sickness absence and occupational health referrals. To monitor and review days lost and highlight potential areas for concern
- To handle and process queries relating to annual leave, maternity leave, paternity leave, compassionate leave etc

- To carry out exit interviews, record outcomes and highlight potential areas for concern
- To support the People and Culture Business Partners in ad hoc project delivery
- Manage the HR Information System (HRIS) – ensuring employee amendments are updated, and accuracy of information recorded (currently Cascade)
- Act as the HRIS expert, identifying changes to be made and liaising with managers to input data correctly
- Oversee the inputting of all new starters, leavers and employee amendments and absence into the HR system and onto payroll system
- To ensure that information stored in the HR system is accurate and up to date, making any changes as required
- To manage the monthly payroll changes process by identifying changes to be made, liaising with managers to input data correctly and forwarding this to the Payroll department for action
- To support line managers, the People and Culture Partners and the Recruitment Team with recruitment and selection to ensure the organisation attracts and recruits the very best talent
- Oversee the onboarding of all new employees and to oversee associated administration and ensure all new contracts of employment are issued in a timely and professional manner
- To work with the People and Culture Administrator to ensure all administrative documentation and processes are accurate, effective and present a professional image of the organisation and the People and Culture function
- To provide line managers with basic employee data and information for reporting purposes
- To produce reports on starters, leavers, sickness absence and other related HR data metrics monthly, quarterly and annually
- To provide insights into employee turnover and to make recommendations on retention initiatives
- To use People and Culture reporting information to make appropriate recommendations to line managers on performance management
- To ensure compliance with company values and ethics
- To contribute to company initiatives on employee engagement and to actively promote the Company's vision and culture
- To make a positive contribution to the continuous improvement of People and Culture ways of working and to be a collaborative team member

- To support the communication and delivery of internal events to create and sustain dialogue around employee engagement and a positive working climate
- To support Learning and Development Partners with design and delivery of employee induction ensuring the induction programme embeds the organisation's vision, culture and philosophy
- To take responsibility for personal growth and development and to ensure that professional knowledge is up to date and accurate.

### **Equal Opportunities**

- Ensure consistent and effective implementation of SIG's Equal Opportunities & Diversity policy and procedures
- Positively promote an environment within the SIG which respects and values the diversity of both staff and service users.

### **Other Responsibilities and Duties as Required**

- Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed to as long as it is within the capability and level of the position.

*Please note that this job description is subject to change (following consultation) depending on the needs of the organization*

## Person Specification

People and Culture Advisor

Qualifications and Experience	Rating	Application Form	Interview
Educated to GCSE level, which sufficiently demonstrate the numeric and written skills required or professional equivalent	Essential	√	
CIPD Level 5 qualification or equivalent professional experience	Essential	√	
Experience working in a similar HR role at advisory level covering the full spectrum of HR disciplines within a multi-site environment	Essential	√	√
Sound knowledge and proven track record in all core aspects of HR management, including performance management, organisational change and restructures, absence management, disciplinary and grievance processes	Essential	√	√
Proven track record of employment relations and employment law	Essential	√	√
Experience of dealing with confidential and sensitive information	Essential	√	√
<b>Knowledge</b>			
Working knowledge of HR databases and payroll processes	Essential	√	√
Awareness of HR procedures and basic employment law practices	Essential	√	√
Experience demonstrating general knowledge, interpretation, and application of UK employment legislation	Essential	√	√
A thorough understanding and up to date knowledge of best practice HRM techniques	Essential	√	√
<b>Skills and abilities</b>			
Ability to demonstrate initiative and creativity, providing solutions	Essential	√	√
Good conceptual ability, pragmatic with a logical and operational approach	Essential	√	√
Excellent communication skills, both written and verbal, and the ability to work comfortably with senior colleagues	Essential	√	√
Demonstrates a proactive approach to work and professional work ethic	Essential	√	√
Excellent attention to detail with a problem-solving mindset	Essential	√	√
Proven ability to juggle multiple tasks within a fast-paced environment	Essential	√	√

Good time management with the ability to plan, organize and priorities workload under pressure	Essential	√	√
Good knowledge of Microsoft Office suite including Excel, Word and PowerPoint	Essential	√	√
Experience of manipulating HR databases	Essential	√	
Ability to work independently and as part of a team	Essential	√	√
Able to participate in reflective learning, personal and professional development	Essential	√	√
Experience of using Cascade HR	Desirable	√	