

Job Description

Job Title	People and Culture Advisor
Service/Department	Core Team
Salary	£32,130 FTE
Hours	37.5 hour per week (part time considered min 22.5 hours per week)
Base	Colchester
Responsible to	Head of People and Culture

Job Summary:

To provide high quality advice, guidance and support to the managers and colleagues of Mid and North East Essex Mind.

Championing and supporting best practise across the whole employee cycle, specifically employee performance and training, health and wellbeing, management development, and policy adherence.

Support the Charity's effectiveness by developing and implementing solutions aligned to strategy.

Key Responsibilities:

- **Advice and guidance:** Providing advice and guidance on all areas of employee management including employee relations (ensuring adherence to legislation and good practice), absence management, proactive health and wellbeing support, induction, training and onboarding and enhancing individual / team performance and engagement.
- **Policy Management:** Responsible for ensuring policies relating to People and Culture are up to date, in line with good practice; are clear and specific and adhering to organisation culture and values. Proactively create and update user guides and process maps (where appropriate) to help managers with the practical implementation of the policies.
- **EDI (Equity, Diversity, and Inclusion):** Promote and implement EDI initiatives to cultivate an inclusive and equitable workplace culture that supports the charities guiding principles.
- **People Management Training:** Supporting delivery of people internal training programmes to enhance people management skills across the organisation such as employee relations, wellbeing, induction, onboarding, appraisals XX
- **People Initiatives:** Supporting delivery of people project activity including change management throughout the charity, applying HR and business knowledge, evidencing appropriate decision-making skills.
- **Employee Representative Group:** Chair and lead the Charity's Employee Representative Group (ERG). This includes proposing ideas and suggestions from group for improved employee experience; providing information and feedback to help SLT make informed decisions; reporting on the activity and impact of the ERG.
- **System Administration:** Managing HRenquiries emails to answer queries; proactively identify issues and/or trends and suggest solutions to problems.
- **Other:** Working within professional boundaries and adhering to policies and procedures. Perform other duties that are within the scope, spirit and purpose of the job and as requested by the Head of People & Culture.

Organisational values: *Post-holders must demonstrate the following:*

Value	Phrase
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-Producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other

Person Specification
POST: People and Culture Advisor

Category	Essential	Desirable
Education & Qualifications	<p>Good level of education to enable effective verbal and written communications and credibility.</p> <p>CIPD qualification Level 5 or demonstratable experience at that level</p>	<p>Training / presenting</p>
Experience of	<p>Supporting managers across a variety of departments at different levels in all aspect of HR.</p> <p>Delivering flexible, agile and pragmatic HR solutions aligned to organisational needs.</p> <p>Proactively training and/or engaging managers / leadership in People & Culture initiatives and activities.</p> <p>Managing several projects effectively and efficiently whilst maintaining ongoing day to day activity</p> <p>Policy creation and/or implementation</p>	<p>Experience of working within organisations supporting mental health</p> <p>Demonstrable change management experience</p> <p>Experience of competency interviewing and selection skills</p>
Skills, Abilities & Knowledge	<p>Understanding and practical knowledge of employment law and employer best practice</p> <p>Able to effectively and quickly build relationships and establish credibility, trust, respect and confidence</p> <p>Strong IT and report writing skills</p> <p>Organised with the ability to meet tight deadlines</p> <p>Have an understanding of and be able to demonstrate a commitment to EDI</p>	
Personal Characteristics	<p>Resilient</p> <p>Honest and courageous</p> <p>Tactful and diplomatic</p> <p>Flexible approach to work</p>	