

People Advisor

Maternity Cover - 16 month fixed term contract (potential for permanent)

London

Purpose of Job:

We are looking for an experienced, proactive and personable People Advisor to join our People team to support our national business.

You will have overall responsibility for supporting and advising business unit leaders with all employee relations and our associated people policy and procedures. Additionally, you will support with recruitment, having overall coordination of our recruitment PSL.

You will have line manager responsibilities for our People Administrator who is responsible to support with administration associated to all aspects of the people function.

We are looking for someone who has demonstrable experience within a similar role, a particular benefit would be someone who has experience working within a standalone position. It is essential that you have demonstrable experience with employee relations at advisor level.

This role is based in our London office with the opportunity to work from home. Travel to our national offices may be required on an ad-hoc basis.

This is a minimum 16-month fixed term position to cover maternity leave, which will include a full handover which we hope to be a 3-month period. There is potential for the position to become a permanent opportunity.

Duties and Responsibilities:

HR:

- + Assist business unit leaders with all employee relation matters (disciplinary, grievance, sickness absence, probation etc.)
- + Manage our We Invest in People Platinum re-accreditation due to take place December 2025
- + Oversee Employee Handbook, regularly reviewing policies and procedures for any required updates and communication
- + Provide people reporting data and information as required e.g. Board meeting, Bids, ESG report
- + Manage and coordinate annual Mental Health Awareness Week and Wellness awareness events
- + Manage Occupational Health as required
- + Undertake reviews and associated actions in relation to any employee medical declarations
- + Conduct interim probation reviews and exit interviews
- + Coordinate salary review and bonus administration
- + Line management of People Administrator and oversee associated roles and responsibilities

Recruitment:

- + Oversee Recruitment PSL, liaising with BU leaders on recruitment requirements
- + Direct People Administrator to coordinator interviews and offers of employment
- + Manage workplace Visas and right to work in UK

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Familiarise and learn about sustainable low energy initiatives and to share this with other members of your team and wider within the Partnership

Person Specification:

	Essential	Desirable
Knowledge	<p>Competent using Microsoft packages including; Word, Excel and PowerPoint</p> <p>Competent using Outlook email and the internet</p> <p>Employee relations</p> <p>Employment law and statutory guidance in relation to employment</p>	
Skills	<p>Excellent communication skills and confidence to communicate at all levels of seniority, liaising with multiple business units.</p> <p>Excellent time management, the ability to manage multiple tasks and prioritise at busy times.</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail</p> <p>Work effectively within a team</p>	Data analysis and interpretation
Experience, qualifications and prospects	<p>Experience working in an advisor level role</p> <p>Experience supporting with all employee relation matters</p> <p>Associate CIPD membership</p>	<p>CIPD qualification</p> <p>Line management experience</p> <p>Experience working in a standalone position, or small team</p> <p>Experience working within a similar industry (construction, engineering, professional services)</p>
Attributes and Personal characteristics	<p>Personable and approachable</p> <p>Excellent team working and interpersonal skills</p> <p>Flexible and proactive approach to work</p> <p>A passion to build a career and progress within the business</p> <p>Willingness to take ownership of tasks and use initiative.</p>	An interest in sustainability