

<b>Job title:</b>	People and Culture Advisor	<b>Reports to:</b>	Business Services Lead	<b>Grade:</b>	6
<b>Organisation Unit:</b>	Business Services, People and Culture	<b>Responsible for:</b>	1	<b>Working hours:</b>	30 hours

**Job Purpose / Job Overview**

The People and Culture Advisor will play a key role in supporting the organisation by providing expert advice and guidance on HR policies, procedures, and best practices. This role requires a strong understanding of employment law, employee relations, and HR processes, with a focus on fostering a positive workplace culture and ensuring compliance with regulatory requirements. This role works with the Business Services Team and line manages the Recruitment and Compliance Administrator.

**Key Responsibilities**

**Employee Relations:**

- Provide expert advice and support to managers and employees on a range of HR issues, including performance management, disciplinary actions, grievances, and conflict resolution.
- Conduct investigations and handle sensitive employee relations cases, ensuring fair and consistent application of company policies and procedures.
- Promote a positive and inclusive workplace culture, addressing employee concerns in a timely and professional manner.

**Policy and Compliance:**

- Assist in the development, implementation, and communication of HR policies and procedures.
- Ensure compliance with all relevant employment laws and regulations, advising management on legal requirements and best practices.
- Monitor changes in employment law and recommend updates to company policies and practices accordingly.

**Performance Management:**

- Provide guidance on the performance appraisal process, helping managers to set clear objectives, conduct evaluations, and address performance issues.
- Support the development and implementation of employee development and training programs.

**Person Criteria**

Qualifications

- CIPD Level 5 or equivalent HR qualification

Knowledge

- Strong knowledge of employment law and HR best practices.

Experience

- Minimum of 3 years' experience in a HR advisory role or similar

Skills

- Strong problem-solving skills and the ability to handle sensitive situations with discretion and integrity.
- Excellent communication and interpersonal skills with the ability to build relationships at all levels.
- Ability to work independently and as part of a team in a fast-paced environment.

**HR Administration:**

- Assist with the administration of HR-related documentation, including employment contracts, offer letters, and termination paperwork.
- Maintain accurate and up-to-date employee records in the HRIS (Human Resources Information System).
- Prepare and analyse HR reports and metrics to inform decision-making and strategic planning.

**Training and Development:**

- Identify training needs across the organization and coordinate the delivery of relevant training programs.
- Support the development of career progression frameworks and development plans for employees.
- Facilitate workshops and training sessions on HR-related topics.

**HR Projects:**

- Participate in and lead HR projects aimed at improving HR processes, enhancing employee engagement, and supporting organizational change.
- Collaborate with cross-functional teams to drive HR initiatives that align with business goals.

**Recruitment:**

- Identify areas within the Partnership that require requirement, create job descriptions, posting adverts, screen resumes, conduct interviews and support with job offers.
- Assist with maintaining our compliance within recruitment, by maintaining our recruitment trackers.

**Other:**

- Be aware of and actively demonstrate the Values of Living Well Partnership.

This role profile is intended to provide a general overview of the position and its responsibilities. It is not an exhaustive list of all duties, responsibilities, and qualifications required. Living Well Partnership reserves the right to modify or amend the role profile as needed.