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| cid:image003.png@01D2932A.1F9825A0 | | | **ROLE PROFILE** | | | | |
| Senior People Advisor | | | | |
| **Reports to:** | Lead People Partner | | | | | | |
| **Grade:** | Senior Professional / Technical | | | | | **Job Family:** | Human Resources |
| **Leadership Responsibility:** | Direct Reports: | 0 | | Indirect Reports: | 0 | **Regulatory Information:** | Not Applicable |
| **Location:** | Binley, Coventry. Team-led hybrid working arrangements apply. | | | | | **Working hours:** | 35 hours worked flexibly over 5 days, Mon to Fri |
| **Effective Date:** |  | | | | | **WD Job Code:** |  |
| **ABOUT THE ROLE** | | | | | | | |
| As one of the largest Building Societies in the UK and a top 10 lender, we know a thing or two about Savings and Mortgages. The Society has grown significantly over the past decade in particular and now has over 3000 employees and 1.8 million members. The Society is a Which recommended savings provider and we’re proud to be a certified Great Place to Work.  This role is a great opportunity for an experienced and collaborative HR professional to work proactively with our leaders to continually improve employee engagement and performance. You will be a strong influencer and trusted advisor to leaders across the business.  Working with the business to improve leadership and management capability, you will guide, coach and challenge leaders, on best practice HR and have brilliant conversations. As a champion of our people vision – “the way work should be”, the role will work closely with the wider People team to ensure that the people aspects of the Society’s strategy are planned and delivered to an exceptional level.  The Senior People Advisor role works closely with the People Partners and other People Advisors supporting a varied client base to provide the full spectrum of HR advice and support, across all business areas. You will have a focus on managing the Employee Relations, Talent and Engagement agenda as well as supporting the management of the Trade Union relationship and building partnering relationships with managers and leaders across allocated business areas.  You will be a catalyst for change and responsible for People initiatives and projects from inception through to delivery. You will track and monitor progress of initiatives and ensure projects are delivered to time, budget and aligned to our values. | | | | | | | |
| **ABOUT YOU** | | | | | | | |
| You will be a natural and engaging communicator who will look to engage, develop and maintain key relationships with stakeholders. Demonstrating commerciality and a good knowledge of key trends in the world of HR you will assert yourself with confidence and challenge senior leaders.  With significant employee relations and generalist experience, you will be able to work in a fast-paced environment with a flexible approach, able to handle a number of activities simultaneously.  A hands-on approach as well as exposure to the full HR life cycle is required, as are excellent relationship management and communication skills and a dedicated, professional outlook. This may have been gained in a regulated customer service sector, or in at least one organisation with a strong focus on values and employee engagement. | | | | | | | |
| **REQUIREMENTS:** | | | | | | | |
| Excellent understanding of employment legislation and HR best practice, with experience of applying this pragmatically to achieve business outcomes.  Organisation design and change implementation.  CIPD qualification or equivalent.  Project management experience.  Experience of developing policies and procedures. | | | | | | | |

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| **YOUR KEY RESPONSIBILITIES**. (Additional detailed performance objectives will be set by your manager) | |
| **General Profile** | Provides a responsive, high quality, advice service to leaders on all aspects of HR including employee relations, performance management, absence management and organisational change to ensure business results are achieved.  Provides appropriate coaching and development feedback when required to ensure continuous development of our leadership team. Identifies areas where upskilling is required and develops the appropriate interventions to support this.  Deals with complex employee relations and generalist issues. Works with the wider People function to ensure talent acquisition, talent succession and reward issues are dealt with effectively.  Advises and coaches managers on organisational design, supporting restructures and people impacts as appropriate whilst ensuring compliance with current legislation.  Leads on People Partnering projects and initiatives and supports on People workstreams of corporate projects where appropriate.  Leads the review of People practices and policies to ensure that we meet legislative requirements and keep up to date with latest trends and best practice. |
| **People & Relationships** | Builds effective and credible working relationships with all colleagues, leaders, trade union and external organisations. |
| **Governance, Risk & Controls** | Limits risk to the Society of complaints, grievances and employment claims by ensuring advice to leaders is in line with current employment legislation whilst working, where possible, to achieve business objectives. |
| **Impact, Scale & Influence** | Drives a culture of ownership and accountability for people management practices in defined business area. |
| **Decision Making / Problem Solving** | Uses MI and HR metrics to identify improvement opportunities and in conjunction with business area, develop solutions and prioritise delivery of their business goals. |
| **Comparable Roles** |  |