

WHAT'S THE ROLE?

PEOPLE OPERATIONS ADVISOR

I deliver a professional and collaborative people service, supporting employees and advising and coaching managers and department heads to successfully manage, develop and retain the best people to deliver our ambitious strategic objectives and the achievement of our wider people strategy, and our goals around equity, diversity and inclusion.

AS PART OF YOUR ROLE YOU'LL...

- Advise, support and coach our people managers to deal with a range of employee relations matters
- Support the People team and senior managers to deliver effective change management programmes
- Proactively identify and create opportunities to support the development of our current and aspiring managers through workshops, inductions and drop in sessions
- Improve and create policies, procedures and guidance that are compliant with legislation and align with our organisational culture and values
- Manage all exit interviews and ensure feedback is used to drive action plans that capture learning opportunities and enhance the employee experience
- Promote equality and diversity across the organisation and sustain an inclusive working environment
- Lead on the management of probation and sickness absence
- Proactively support employee wellbeing in collaboration with our Occupational Health partner and our Workplace/Health & Safety Team
- Collaborate with the wider People & Culture team on the implementation and development of our people strategy and initiatives
- Actively participate in team activities and cross-organisational project or working groups.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE

- CIPD qualified (level 5 or studying towards with experience working at this level)
- Strong Mentoring and coaching skills and experienced in employee relations including advising on complex cases
- Experience of providing commercial and pragmatic advice and guidance on people policies and practices
- In-depth knowledge and understanding of current employment legislation

- Strong interpersonal skills and integrity, so I'm able to communicate well with others and quickly build credibility with all audiences
- Ability to work autonomously but also a collaborative team player and will do what's needed to support the team
- Ability to plan and prioritise work to manage a busy and varied workload and meet tight deadlines
- Good working knowledge of Microsoft Office applications
- Enthusiasm and willingness to be flexible in achieving targets and outcomes
- A good understanding of the principles and requirements of GDPR and how they relate to storing and processing employee data
- Actively supports our commitment to equity, diversity, inclusion and allyship.

YOUR ROLE: THE NUTS AND BOLTS

Your line manager: People Partner and Operations Manager

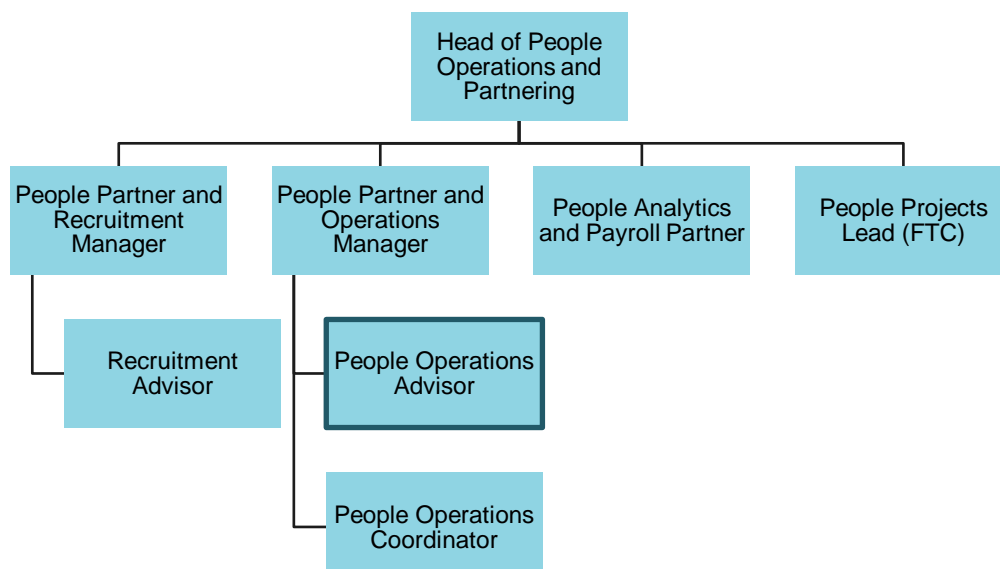
Pay Band: Band 2B

Contract: Fixed term contract

Hours: Full time, 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.

Location: Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office three days a month and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

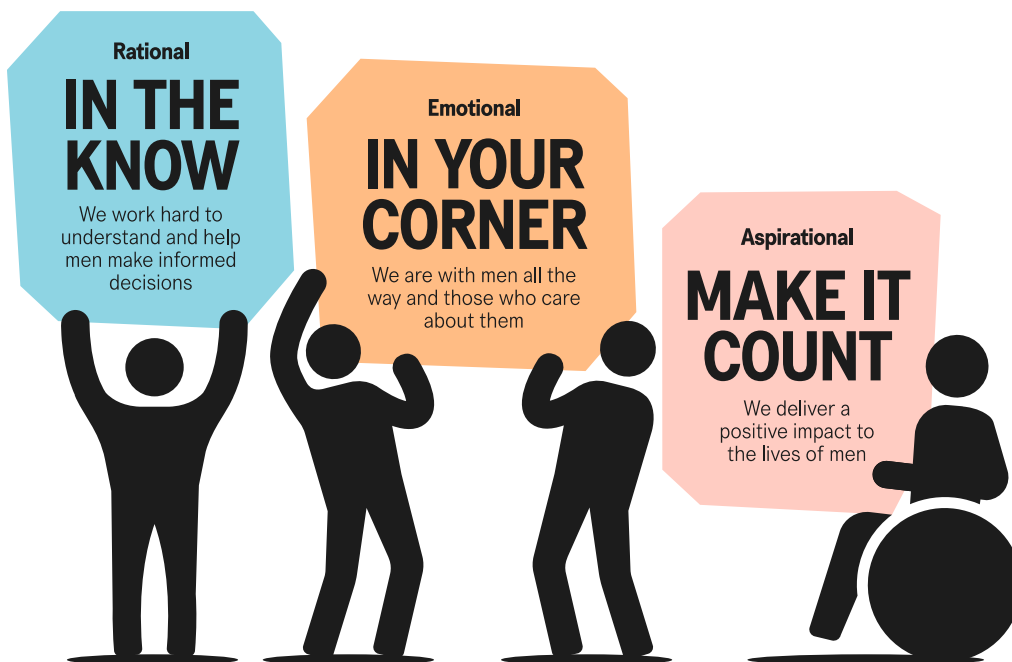


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.	GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.	DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.
NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.	OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.