

People & Wellbeing Executive

Team: People, Wellbeing & Equity Team

Grade: Expert 2

Responsible to: Head of People, Wellbeing & Equity

Location: MHFA England central office and home working

Role Purpose

To be responsible for delivering efficient administrative support and knowledge that facilitates the smooth running of the People department for all other team members. This role is central to maintaining a cohesive and positive working environment, and will be the first point of call for all People related matters, offering expertise on basic HR matters.

The People & Wellbeing Executive will lead on organisational recruitment, selection and onboarding, ensuring that peoples' first experience of MHFA England is a positive one. They will also help to ensure that the wellbeing, health and safety (H&S) of all colleagues is prioritised and that we are compliant in this area.

Equity will be embedded in all aspects of the work of the People team to foster an inclusive environment for everyone in the MHFA England community.

Key responsibilities

HR Administration

1. Act as first point of contact for internal HR queries, managing the People mailbox and delivering communications on behalf of the team, assisting with them and escalating as needed.
2. Provide clerical and administrative support to the People & Wellbeing Business Partner and Head of People, Wellbeing & Equity.
3. Assist with the preparation of monthly reporting data, prepare reports for audit purposes and custom reporting as required.
4. Update employee terms and conditions changes ensuring records of any changes are properly authorised, updated on relevant systems and records securely kept in line with legal requirements.

5. Update, maintain, and use the HR systems and employee records to ensure accurate records are kept and reports can be generated for team or management information purposes.
6. Run training reports and ensuring all employees are up to date with their online training by deadlines.
7. Research HR trends, law and legislation when required.
8. Process leavers from the organisation efficiently and analyse exit interview data.
9. Co-manage the relationship with benefits providers, with the People & Wellbeing Business Partners, and any related administrative work, ensuring that all employees have access to information and the services they need.
10. Manage probation period administration, ensure timely notification to People Leaders of impending deadlines, that employees receive written confirmation of the outcome, and highlighting any issues on returned documentation to the HR & Wellbeing Business Partner – Operations Lead.
11. Provide support to People team projects as required.
12. Provide support with employee relations casework as required.

Recruitment and resourcing

13. Plan and deliver successful recruitment plans and campaigns and support with the selection process as needed.
14. Work with People Leaders to write effective and realistic job descriptions, job adverts, shortlisting criteria, and interview questions.
15. Draft and issue employment contracts and new starter packs ensuring correct accompanying forms and related documents are enclosed, signed and returned.
16. Obtain and ensure satisfactory reference and right to work checks are completed for all new starters in line with company policy and legal requirements.
17. Manage the induction and onboarding of all new staff (permanent and temporary).

Health and safety

18. Organisational H&S representative, acting as first point of contact for all H&S matters.

19. Monitor, evaluate and review existing, new, and upcoming H&S legislation and ensure that systems and procedures are in place to meet legal compliance.
20. Provide staff with comprehensive and relevant information and training on systems and procedures.
21. Ensure that appropriate records are maintained in compliance with legal requirements, and that necessary notices are displayed and reviewed.
22. Carry out staff risks assessments where appropriate.

Other responsibilities

23. To undertake other such duties in line with the function of the post as required by MHFA England.
24. To contribute to the overall delivery of the work of the directorate as well as the goals of MHFA England.
25. Ensure that good practice, policy and brand guidelines are adhered to.
26. Deliver all work within our equality and diversity framework.
27. Agree and work towards personal performance objectives and targets and participate in regular supervision and annual performance appraisal.
28. Adhere to all our policies and processes including our code of conduct.
Actively participate in the wider life of MHFA England.

Person specification

	Essential	Desirable
Experience/ qualifications	- Experience of working in an advisory capacity at all levels of the organisation - Generalist experience in assisting and supporting a team or individuals with HR queries - Educated to degree level or equivalent experience in a similar field	- Qualification relevant to HR - Membership of the CIPD - Experience working in organisations with well-defined HR practices - Experience of leading on core HR processes such as recruitment and selection
Knowledge	- Knowledge of HR policies and practices relating to employment law - Knowledge of the Equality Act 2010 and subsequent developments in equity and inclusion best practice - An understanding of the importance of Health & Safety in the workplace	- Knowledge of implementing employment law and best practice - Experience and knowledge of HR data management and information systems and reporting - Knowledge of mental health, wellbeing and equity strategies in the workplace - Knowledge of workplace Health & Safety best practice and legislation
Skills / abilities	- Strong organisational skills and attention to detail - Excellent verbal and written communication skills across different audiences at all levels - A good base understanding of HR practices, and an interest in pursuing a career in HR	- Report writing skills - Demonstrable peer-peer support skills

	- A practical understanding of and confidence with using MS Office - Able to prioritise workloads and stakeholders in a fast paced and demanding environment - Experience and ability to develop and manage effective relationships with external partners and agencies - Ability to consistently apply standards and frameworks - Demonstrable customer service skills	
Competencies	- Positive, can-do attitude - Proactive and ability to demonstrate/work under own initiative - Ability to work as part of a team and share knowledge and ideas - Attention to detail - Organisational skills - Good problem-solving skills - Proactive approach to continuous personal development	
Core beliefs	At MHFA England we would like for all applicants and staff members to hold shared fundamental beliefs such as: - Equal opportunities for all - Working collaboratively instead of siloed - Ability to learn and grow – taking on new ideas - Compassion and empathy	

Living our values	Making good decisions to deliver strong results	Effective engagement and communication	Building healthy relationships and a sense of belonging	Learning from our mistakes and successes
➤ Inspires, motivates, coaches and supports teams members to be engaged and highly performing and role models culture values behaviours ➤ Is authentic, brings whole self to work and encourages others to do the same ➤ Is mindful, listens with empathy/EQ ➤ Actively champions and advocates mental health and wellbeing, diversity and inclusion ➤ Actively empowers staff and encourages distributed leadership	➤ Takes responsibility for making and implementing unbiased decisions ➤ Is flexible and responsive as priorities and requirements change ➤ Effectively seeks solutions and solves problems, empowering others to do the same ➤ Supports others in their decision-making and problem solving ➤ Engages the team in planning and decision-making where appropriate ➤ Empowers the team and places trust in them to take ownership, make decisions and deliver results ➤ Passionate and skilled at coaching others, challenging them to improve and managing performance	➤ Is approachable, clear and assertive ➤ Cascades important and relevant information to team and others clearly and swiftly ➤ Tailors communication and influencing style accordingly ➤ Listens to and empathises with others to understand the root of situations before responding ➤ Proactively shares knowledge and information	➤ Role models effective, mutually supportive teamwork with colleagues ➤ Effectively manages the expectations of others, gaining buy-in where required ➤ Builds and invests in relationships across the organisation ➤ Uses awareness of how own team fits within the wider organisation to find solutions ➤ Understands the team and works to their strengths ➤ Advocates upwards for team members ➤ Builds and encourages team spirit and wellbeing ➤ Supports others in adapting to change	➤ Demonstrates creativity in order to improve how things are done in own area of work ➤ Takes an entrepreneurial approach to improving how we do things ➤ Consistently seeks opportunities to enhance own development and build expertise ➤ Role models a positive and constructive approach to giving and receiving feedback ➤ Encourages team members to innovate and improve the way they do things ➤ Embraces change and demonstrates flexibility in adapting to it, and helps others to see the benefits and opportunities