

RECRUITMENT PACK

PEOPLE ADVISER

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

People Adviser
(BDCH6416)



Department/Team

People & Culture



Location

Battersea London - Hybrid



Salary & Grade

£40,000 per annum
Grade C2



Hours

35 hours per week, but we're
always happy to discuss flexible
working, part time hours and job
share arrangements



Duration

Fixed-Term
(12 Month Maternity Cover)

ABOUT THE ROLE

The purpose of this role is to deliver a high quality, flexible People service, responsive to the needs of the organisation, and in line with legislative requirements and good practice, to our corporate teams based on our London site.

The postholder will provide expert HR advice and support to line managers and staff, coaching and empowering managers to lead on people matters with support and guidance where required.

RESPONSIBILITIES

Strategic Partnership and Advisory Support

- Develop strong, credible partnerships within assigned business areas, ensuring managers have the confidence and capability to effectively manage their people
- Lead on employee relations matters to timely and effective resolution, minimising organisational risk and delivering fair, consistent and legally compliant outcomes across probation, absence, conduct, capability, performance and grievance cases.
- Identify and escalate complex or high-risk people matters to the People Business Partner, as appropriate
- Support organisational wellbeing, workforce planning, job design and learning and development activities ensuring people solutions align with business priorities and employee needs
- Support managers through organisational change, advising on team restructures that are well planned, effectively communicated and deliver organisational outcomes while minimising risk and maintaining employee engagement
- Analyse workforce data and insights to identify emerging trends, risks and opportunities, enabling evidence-based decision making and proactive people interventions
- Deliver engaging and practical training sessions within your business areas that improve manager confidence, consistency and effectiveness in people management practices

Continuous Improvement, Policy and Legislation

- Maintain current knowledge of employment legislation and HR best practice, ensuring advice and guidance remain accurate and relevant
- Partner with People Business Partners and wider People & Culture Team to review, develop and implement people policies and processes that support organisational effectiveness
- Design and maintain practical management guidance that enables consistent application of people policies across the organisation
- Drive continuous improvement initiatives that enhance employee and manager experience

Projects and Change Delivery

- Lead and support People team projects and change initiatives, ensuring successful implementation, stakeholder engagement and measurable benefits within business areas
- Translate organisational people priorities into practical actions that deliver meaningful improvements

Payroll and Employee Lifecycle

- Work collaboratively with Payroll team to ensure employee changes are processed accurately and on time
- Support the maintenance of accurate employee records. Identify and resolve discrepancies promptly.

Talent Acquisition

- Support the Talent Acquisition Team to advise managers on effective and compliant recruitment processes that deliver a positive candidate experience and value for money
- Support strategic workforce EDI initiatives, promoting inclusive recruitment practices

Management Capability and Cross-Team Collaboration

- Collaborate with Learning & Organisational Development colleagues to strengthen management and employee capability through targeted learning development interventions.
- Work flexibly with People Adviser colleagues, sharing expertise and providing support across teams

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

PERSON SPECIFICATION

ESSENTIAL

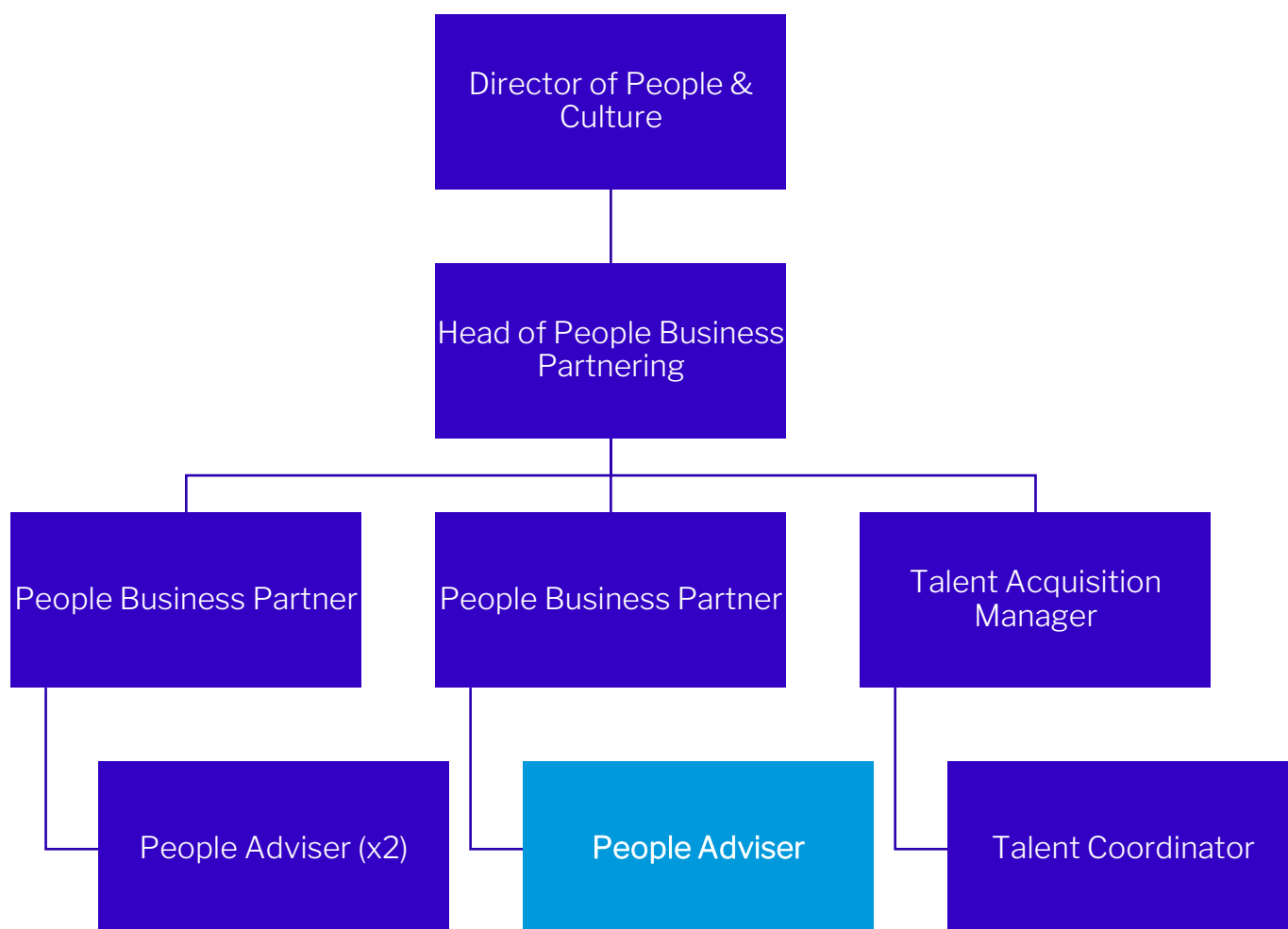
- Minimum of CIPD Level 5 (or equivalent experience).
- Experience of working in a HR advisory role within a busy, complex organisation, with the ability to work on own initiative.
- Experience supporting organisational change and restructuring
- Thorough working knowledge of employment legislation and current good practice in HR, including strong experience of handling a range of both simple and complex employee relations casework.
- Excellent interpersonal skills with the ability to develop strong collaborative working relationships with people at all levels of the organisation, including communicating, presenting, negotiating, influencing and building credibility with colleagues and external parties.
- Excellent organisation and planning skills, with experience of working to tight deadlines whilst achieving strong attention to detail to produce consistently high quality, detailed and accurate work.
- A positive and pro-active approach with creative problem-solving skills and ability to provide flexible solutions to multiple complex HR and employment issues in a changing environment.
- Experience of working with HR systems and ability to produce, analyse and interpret management information using good analytical and numerical skills.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based teams splitting their time between site based and home working. We believe this enables our office-based colleagues to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing colleagues and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

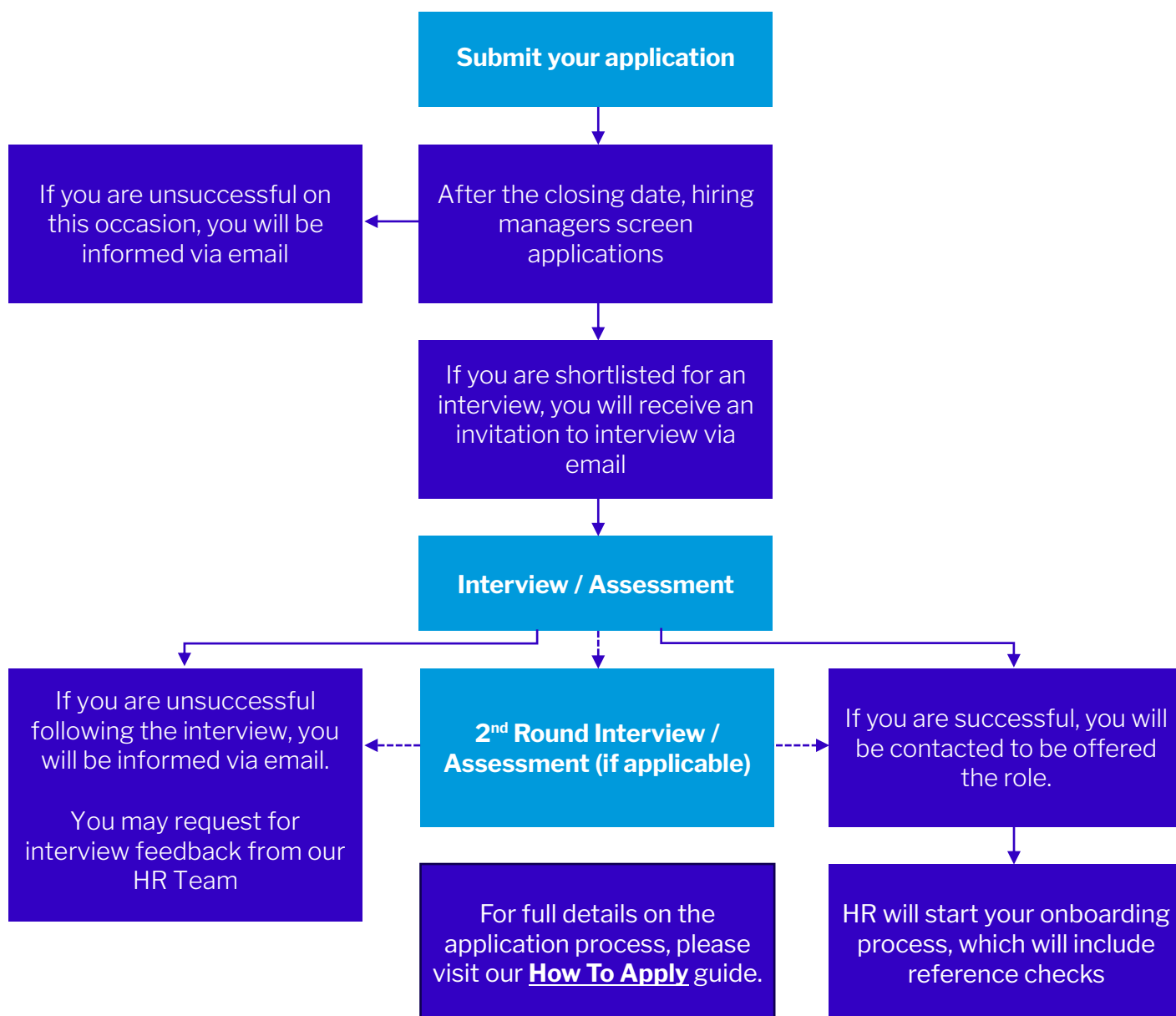
18th August 2026



Interview Date

To Be Confirmed

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

Our application forms will ask you for:

- Employment History
- Educational History (which is non-mandatory)
- A supporting statement of no more than 1000 words and/or
- Responses to short-answer questions

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the 'Life at Battersea' document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role(s) you apply for.



ACCEPTABLE USE OF AI

At Battersea, we value expertise. We recognise each candidate that applies to us will have a range of expertise they can offer us, so we want to hear about this in your own words. We understand the support that generative artificial intelligence (AI) software can offer but it can also lead to numerous applications presenting as generic and impersonal. This makes it difficult to gain understanding of your unique experience.

To best showcase yourself, we encourage you to write your responses without the assistance of AI. If you require the use of AI software to aid in completing your application, we ask you use the generative responses as a prompt for writing your answers and avoid copying and pasting. You must also ensure the information presented in your application accurately reflects your experience.

If you are successful to the interview stage of the recruitment process, we ask that you follow the below guidelines on the use of AI at interview stages:

Acceptable use:

- Researching sector trends, company information, or general interview tips
- Practicing interview questions with AI tools to improve communication skills
- Using AI to support with structuring your responses

Please do not:

- Submit AI-generated responses as your own during the interview
- Use AI to impersonate or misrepresent your experience or skills
- Use AI tools during real-time interviews



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all employees, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)
- Candidate to be at least 18 years old of age at the start of the employment

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

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