

## JOB DESCRIPTION

<b>Department:</b>	People & Development (P&D)
<b>Job Title:</b>	People & Development Advisor
<b>Reports to:</b>	P&D Business Partner
<b>Direct Reports:</b>	None
<b>Contract Type:</b>	Professional Services - Support

### **Role Purpose and Primary Responsibilities**

The P&D Advisor role is a key member of the team, reporting to a Business Partner (Operations).

The purpose of this role is to support transformational and operational people activity, in order to improve the colleague journey and candidate experience across our Colleges and Professional Services.

The post-holder(s) will need to be fluid in their approach with the ability to support each other during peak times. On occasions, they may also be required to deputise for Business Partner, ensuring good quality and consistent service provision is maintained at all times.

### **Operations Responsibilities**

- First point of contact for designated areas, responsible for the provision of good quality people management advice, guidance and support.
- Provide day-to-day operational support to managers on things such contractual questions, recruitment and resourcing and support in meetings by taking notes.
- Provide a professional and responsive ER service which ensures issues are dealt with effectively and consistently in line with NCG policies, procedures and current employment legislation.
- Fully support and advocate compliance with NCG performance management processes, ensure that all staff appraisals are completed effectively, within given timescales, and that results are analysed, and outcomes implemented.
- Upon request from your Business Partner, provide additional support in the implementation of wider people projects and transformation initiatives to ensure that new practices and cultural changes are incorporated as part of BAU activity across all colleges.
- Support the delivery of coaching, walkthroughs and training sessions for managers to uplift capability and to support the development of a high-performance culture.
- Champion and support colleague development, ensuring that any sessions are co-ordinated, and information is correctly recorded.
- Share and promote the utilisation and interpretation of people data and metrics to support evidence-based decision making across NCG.
- Promote the use of self service (via the People Portal, ESS, MSS etc.) for general queries, advice and guidance.

## **P&D Standard Responsibilities**

- Advocate compliance with NCG pay processes and the consistent application of pay and grading structures in order to reduce risks (i.e., with equal pay and equal value claims), ensuring anomalies are addressed/considered via the pay exception panel and not as isolated incidents at a local level.
- Embed the NCG wellbeing strategy and support associated activity at a group and local level, demonstrating our ongoing commitment.
- Encourage equality, diversity and inclusion at all times from a people perspective, ensuring we support best practice and hold these principles at the heart of everything we do.

## **NCG Responsibilities**

- Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Compliance with NCG values, behaviours, policies and procedures.
- Any other duties that would reasonably fall within the remit of the role

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications/ Training:</b>			
CIPD or equivalent experience at Advisor level		✓	Application Form
Graduate calibre with excellent numeric and literacy skills.		✓	Application Form
<b>Experience:</b>			
Experience and of applying and understanding HR processes.	✓		Application Form Interview
Experience of delivering HR projects		✓	Interview
Experience of working in collaboration with business partners to resolve a varied HR caseload.	✓		Application Form
<b>Skills and Knowledge:</b>			
Good knowledge of employment law and current legislation.	✓		Interview
Good understanding of managing and implementing change e.g., TUPE and restructure		✓	Interview
Outstanding rapport and relationship building skills with a strong commitment to delivering the excellent HR service.	✓		Interview
Able to identify a range of solutions to given situations and to advise on preferred solution	✓		Interview
Able to assess and quantify the risk associated with employee relations matters.	✓		Interview
Ability to use data systems to analyse statistics and reports	✓		Interview
Excellent work planning, prioritisation and organisation skills.	✓		Interview
<b>Attributes / Other Requirements:</b>			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.	✓		Interview

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Enhanced DBS certificate	✓		Pre-employment checks