PJOB DESCRIPTION

|  |  |
| --- | --- |
| Job Title | People Culture Specialist |
| Reports To: | People Culture Manager |
| Version Number | 1.0 |
| Author (This Version) | Mike Griffiths (Head of HR & Payroll) |
| Reviewed By | Mike Griffiths (Head of HR & Payroll) |
| Ratified By | Kirsty Murphy (Chief People Officer / COO for LD) |

**Revision Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Details of Changes | Sections(s) Changed | Author | Date |
| 1.0 | New JD | All | Mike Griffiths | FEB-24 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Job Title | People Culture Specialist |
| Division / Function | People & OD Team |
| Reports To: | People Culture Manager |
| Responsible For: | No direct reports |

**Job Purpose**

AFG has a strategic objective to be seen as a great place to work by our people. For us this has three supporting sub-strategies for People & Culture:

* A **vibrant, diverse and inclusive culture** that creates belonging.
* A **people first organisation** that engages, develops and rewards amazing colleagues.
* **Exceptional leaders** that inspire, empower and promote the organisation.

Our People Culture Specialist will play a pivotal role in defining, embedding and promoting our people first culture and in achieving our ambition to be seen as a great place to work..

Our culture, behaviours, relationships, policies, and practices shape ‘what we do’. This has a direct impact on employee experience and ‘how people feel’.

We can only achieve our ambition to be seen as a great place to work if our culture and what we do creates opportunities for amazing employee experiences at work.

**Dimensions**

* This post has no direct reports.
* This post has no budgetary responsibility.

**Principal Accountabilities**

* To understand and support the delivery of our **People & OD Strategy** and priorities of our **Annual Business Plan with a particular focus** on cultural and people practice development.
* To act as a **culture champion** and role model for positive behaviours that contribute to our ambition to be seen as a great place to work.
* To act as an **advocate for change** – supporting managers to identify and implement opportunities to develop the workforce, our people, and our practices.
* To work in partnership with *Learning & OD*, and *Employee Experience* teams, to co-create and deliver impactful and engaging solutions to support our **people first culture**.
* To develop, update and embed **engaging people policies and processes**. These should be legally compliant at all times; align to our business strategy; and promote good practice, accountability, growth, development, quality and to positively contribute to employee experience.
* To **empower and equip staff and managers** as appropriate to take personal accountability and ownership for the management of relationships, effective conversations, and the early resolution of employee relations matters.
* Lead on the **definition and development of engaging learning and knowledge sharing resources** which promote best practice, improve knowledge, and raise competence for managers on effective people management and employee relations practice.
* To prepare and deliver a programme of **coaching or mentoring** development opportunities for managers on the effective and efficient management of employee relations processes such as:
	+ Absence & Attendance Management
	+ Discipline & Conduct
	+ Grievance
	+ Capability & Performance
	+ Investigations
* To create and deliver **interactive / live learning, listening or masterclass events** for operational managers on people management best practices (for example – My Performance Reviews / Effective Objective Setting / Having difficult conversations etc).
* To undertake **observational assessments** with operational managers to provide constructive feedback and practice development on people management activities – This could include observational assessment of team meetings, investigation planning meetings etc.
* Use our people data and analytics to measure the effectiveness of our approach and the impact we make – You will use data-driven / evidence-based insights to inform recommendations to improve our people practices.
* Leading on the delivery of projects or initiatives in response to identified trends and organisational needs, integrating with other strategic programmes as required.
* Drive initiatives that enhance employee engagement, satisfaction, and retention.
* To provide occasional support as required with complex employee relations cases or processes. This may include supporting with a reorganisation/consultative process, TUPE activities, complex ER matters (including appeals), or litigation cases as deemed necessary by the People Culture Manager.
* To work closely with the Employee Experience Team to identify opportunities and solutions that contribute to our ambition to be a great place to work.
* As a people professional, you will be expected to maintain your professional knowledge and competence within this field.

**Infection Control**

All employees are required to be familiar with and comply with infection prevention and control policies relevant to their area of work.

**Health & Safety**

You have a legal responsibility not to endanger yourself, your fellow employees and others by your individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimizing the risk of injury or disease. All accidents must be reported to your manager and in line with the general philosophy of the organisation.

**Responsibilities common to all employees**

* Demonstrating good judgment and sound decision making by reflecting an appropriate situational awareness, understanding of context and making informed choice when reaching decisions.
* Leading and promoting initiatives that support our organisational aim to be socially and environmentally responsible.
* Leading and supporting initiatives/projects that promote AFG as a digitally enabled organisation.
* Establishing, maintaining and developing professional working relationships with colleagues and external partners.
* Contributing generally to the development of quality services.
* Upholding the values, mission and vision of AFG at all times.
* Adhering to AFG policies and procedures and to operate within the law at all times.
* Demonstrating continuous professional development, encouraging others to do the same and to operate within the AFG performance management framework.
* Working with Corporate teams effectively to ensure the best outcome for the people supported.
* Complying with Equality and Diversity policy.
* Complying with Code of Conduct.
* Working flexibly in accordance with organisational need.
* Travelling within the operational and business area of AFG.
* Acting with integrity, transparency and openness at all times.

*This job description is a guideline and is in no way restrictive or definitive and non-contractual. It is subject to annual review.*

*This list of duties is not intended to be exhaustive but indicates the main areas of work and may be subject to change after consultation with the post holder to meet the changing needs of Alternative Futures Group.*