
Reports To:	People & Culture Business Partner
Direct Reports:	None
Location:	Hybrid (working in Southampton and across various Solent Mind sites across Hampshire, combined with the opportunity to work from your home address in the UK)
Hours:	30-37 hours per week
Salary:	£35,145 to £39,765 (FTE) per annum (pro rata for part time hours) – Solent Mind Band E

Purpose:

Reporting to the People and Culture Business Partner, this role will be responsible for providing expert advice and guidance across a range of people practices and projects.

Principal Accountabilities:

1. Provide an effective people advisory service guiding people managers (and sometimes employee referrals) on a range of employment related issues and Solent Mind policies.
2. Provide efficient and effective management of cases, including attending formal meetings where required. Casework will encompass a range of activities including those related to conduct and capability, absence and health, family friendly policies, organisational and contractual changes.
3. Liaise with occupational health and other subject matter experts to support employee wellbeing, including advising on reasonable adjustments and supporting returns to work.
4. Update HR systems and trackers with accurate and reliable records. Analyse casework and other people related data to make recommendations to address any identified themes.
5. Coordinate activity in relation to all family friendly policies, ensuring maternity paternity adoption and shared parental leave is appropriately managed, documented and correctly processed on payroll and in line with legislation.
6. Promote and support employee engagement initiatives and help remove barriers to positive employee relations, for example, promoting early intervention to prevent issues from escalation and where appropriate, facilitating conflict resolution.
7. Assist the People and Culture Business Partner and/or the wider People & Culture team in maintaining (and developing where necessary) a comprehensive range of people policies aligned to current employment legislation and best practice and which support delivery of Solent Mind's priorities and values.
8. Collaborate across the wider People & Culture team to deliver the people strategy. Support and contribute to relevant projects as required, including consultation activity, resourcing and diversity & inclusion initiatives and upskilling people managers in relation to HR policy and system developments.

This list is non exhaustive and other duties may be required to meet the needs of Solent Mind



PERSON SPECIFICATION

People & Culture Advisor/Specialist

Requirement	Essential or Desirable
Qualifications/Education/Training: <ul style="list-style-type: none"> HR Intermediate Certificate (Level 5 CIPD) GCSE (min. grade C/Level 4) or functional skills equivalent English and Mathematics (Level 2) Coaching qualification Mediation qualification 	Essential Essential Desirable Desirable
Experience: <ul style="list-style-type: none"> Experience of mediation or facilitation Experience of training and coaching managers in people management skills Familiarity with ACAS guidelines Experience of working in the mental health arena 	Essential Essential Essential Desirable
Knowledge/Skills/Competencies: <ul style="list-style-type: none"> Strong working knowledge of employment law, and proven experience of employee relations case management (including absence, conduct, capability and organisational change) Clear and concise written and oral communication skills, as well as the ability to build effective relationships at all levels; good information technology skills (Microsoft Office products) Demonstrated problem-solving and decision-making abilities Ability to work under pressure and deal with a demanding workload which may include conflicting demands on time Ability to problem solve and introduce and embed new ways of working Awareness and understanding of safeguarding, equality, diversity and inclusion Able to engage, enthuse and motivate colleagues through significant change Personal determination to drive change, as well as organise self and others Understanding of or lived experience of mental health issues Understanding of the impact of mental health issues on colleagues, users of our services and volunteers 	Essential Essential Essential Essential Essential Essential Essential Desirable Desirable
Other: Commitment to Solent Mind's values. Commitment to Solent Mind's Equal Opportunities and Diversity and Inclusion policies. Willingness to undergo a relevant DBS Check if required.	Essential Essential Essential

Date job originated: July 2024
 Date job reviewed:
 Reviewing Manager Tricia Gill