**JOB DESCRIPTION**

**Job Title:** People and Culture Manager

**Responsible to:** Director of People and Culture

**Location:** Glasgow or Edinburgh

**Grade:** £42,500 - £48,900

**Job Purpose:**

The People and Culture Manager will play a pivotal role in leading the development and implementation of HR Strategies that support a positive, inclusive and engaging work culture, ensuring that our colleagues are motivated, supported and aligned with our values. The People and Culture Manager will lead initiatives in recruitment, employee relations, performance management and professional development, ensuring that our team is equipped to deliver high quality service to those we serve.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

**Key Responsibilities**

**People**

* Lead and manage a **comprehensive HR service** to Children 1st
* **Processes and systems:** Develop innovative approaches to ensure continuous improvement and quality in processes and systems development for all HR activities through creative problem solving and bringing new thinking and solutions to the organisation.
* **HRIS:** Lead in embedding and developing our HR Information System, including internal processes and practices.
* **HR Strategy:** Develop and implement HR Strategies and initiatives that support the overall business plan and objectives.
* **Recruitment, retention and onboarding:** Oversee the recruitment process, ensuring we attract and retain top talent. Design and manage onboarding programs to integrate new employees smoothly.
* **Employee Relations:** Manage all formal employee relations including discipline and grievance and performance management.
* **HR Metrics:** Lead in the production of HR Metrics to support strategic decision making, performance management, colleague development and welfare, quality assurance and forward planning, and L&D objectives.
* **Performance Management:** Develop and continuously review a system of effective performance management.
* **Policy Development:**  Produce and review Employment policies to ensure they are up to date, legally compliant and in line with our Relational way of working in Children 1st.
* **Employment Legislation:** Extensive knowledge and understanding of relevant legislation.
* **Advice and Guidance:** Provide advice and guidance on Employment policies and procedures including complex HR matters.
* **Champion HR best practice** to influence key business decisions to ensure effective management of employees including training of manager in HR policy and practice as well as the evaluation and development of best practice to embrace diversity in the workforce.
* **Workforce Development:** Develop and roll out Workforce Planning Tool to be used by wider organisation in order to maintain an effectively functioning workforce, taking into account external and internal factors to allow us to predict and adapt to future changes.

**Culture**

* **Culture Development:** Foster a positive, inclusive and supportive organisational culture aligned with our mission and values.
* **Diversity and Inclusion:** Champion diversity and inclusion initiatives ensuring a welcoming and equitable environment for all colleagues.

**Wellbeing and Engagement**

* **Wellbeing Programmes:** Design and implement employee wellbeing programmes to support mental, emotional and physical wellbeing.
* **Creativity and Innovation:** Maintain awareness of new developments with the People and Culture area and identify areas for growth and development.
* **Maintain a positive and constructive partnership with Trade Union colleagues**, building a relationship which allows business to be taken forward with the unions in an effective manner and brings benefit to all our staff.

## Person Specification

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| --- | --- | --- | --- | --- |
| Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| * CIPD qualified * Proven experience in an HR management role, preferably within the charity sector | * Excellent interpersonal and communication skills with the ability to build strong relationships at all levels * Likes structure and process yet can work flexibly and creatively * Is proactive and can understand and adapt to the landscape * Strong leadership and people management skills with the ability to provide positive and constructive challenge. * Excellent planning and organisational skills with the ability to manage complex projects * Proactive and solution-focussed approach to problem solving * Ability to handle sensitive information with discretion and maintain confidentiality * Ability to articulate good HR practice in a jargon free and accessible way * Passion for the Charity sector and a commitment to our mission and values | * Detailed up to date knowledge and understanding of employment legislation and HR best practice with ability to develop and implement robust people policies and procedures * Experience of developing HR management information, including metrics development and performance reporting, which contributes to the overall performance management of the organisation. * Experience in implementing HR Strategies and policies | * Flexible in approach to work * Committed to and understand the principles of working with volunteers. * Able and willing to travel as required to services and offices across the region. * Committed to Children 1st approach and the relational nature of our work. * Confident and able to form effective and credible relationships with all levels of staff * Aware of personal responsibility in relation to health and safety. * Successful partnership working, specifically the ability to effectively engage with and manage relationships with a wide range of internal and external stakeholders. | Our core values guide how each one of us works in our individual day to day job:  **Respect**  Treating everyone with respect and fairness  **Integrity**  Being responsible and accountable  **Participation**  Involving others in our work  **Excellence**  Striving for the highest possible standards |