

## Job Description

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<b>Job title</b>	People Manager
<b>Reports to</b>	Head of People
<b>Grade</b>	4
<b>Directorate</b>	Business Services
<b>Term</b>	Permanent

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### Job purpose

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- Assist the Head of People to maintain and develop a centralised, high performing people focused function, responsible for the delivery of UKAD's current and future people strategy
- Manage day to day operation of UKAD's people function
- Provide proactive and consistent people management support, advice and direction to managers regarding people policies, procedures, best practice, employment legislation

### Job facts

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- Joint responsibility for annually defined budget within the areas of recruitment, staff welfare and learning and development
- Responsible for the management, development, and motivation of two direct reports within the people team (both CIPD qualified)
- Approximate employee headcount of 78, plus 240 workers

### Key result areas

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#### Recruitment and On-boarding

- Manage all aspects of recruitment (employees and workers), providing guidance and support to the People Team
- Ensure collaborative working with hiring managers in planning, deploying and evaluating effective recruitment campaigns
- Ensure legally compliant contractual arrangements with staff, reflecting the most up-to-date changes to legislation
- Take ownership of ensuring a smooth and effective onboarding experience for all new starters, providing guidance and support to the People Team
- Provide support to all managers with inductions, probation review and the performance development plans (PDP) processes.

- Responsible for effective reporting and analysing of ongoing data to understand how to continually improve our recruitment processes, particularly from a Diversity and Inclusion perspective.

### **Learning & Development (L&D)**

- Manage the performance development plan (PDP) process, including annual performance reviews and introducing of 360° feedback
- Provide support, advice and guidance to line managers as appropriate for completion of the PRP process, carry out regular quality checks
- Develop and evolve the L&D offering for all employees and workers, including e-learning requirements, and enhancing individual's skillset
- Ensure regular positive promotion of training budget and sharing of L&D opportunities
- Analyse training needs in conjunction with line managers
- Develop and manage the feedback and evaluation process from completed L&D
- Ensure consistency and fairness for issuing of study agreements
- Ensure support is provided to the training programmes for Workers (Doping Control Personnel (DCP) and National Trainers (NTs)) to ensure that the accreditation and assessment of DCP and NTs resource are to the highest standard.

### **Business Delivery, Policy and Reporting**

- Provide advice and guidance to managers in relation to performance/capability, attendance, disciplinary or grievance, and/or appeals across all Directorates; interpret and advise on employment legislation
- Lead complex employee relation cases, provide support and guidance to the people team
- Manage the tracking and consistency of employee relation cases to have central awareness and provide regularly reporting to Head of People
- Provide support to Head of People regarding reports and information for Committees, Quarterly Business Reviews and the Board
- Manage the employee handbook, people related policies and procedures, ensuring compliance with best practice and employment legislation
- Carry out regular audits and quality checks on performance reviews to ensure quality and consistency
- Act as system administrator for current and future hr/people systems
- Manage the production of management information; monitor, analyse and interpret data to proactively assist managers in decision-making and action planning
- Complete accurate and timely statutory and government reporting
- Manage compliance with data protection legislation in relation to employee/worker records
- Ensure organisational chart is regularly updated and maintained

- Work closely with Head of People in relation to people related risks and quality management processes
- Assist Head of People with audits, preparing data for Freedom of Information requests and responding DCMS data requests.

### **Employee & Worker Engagement**

- Ensure employee surveys are conducted and analysed,
- Manage the action planning off the back of completed surveys, using insights to direct focus and work with relevant colleagues
- Work closely with Head of People to ensure feedback from the Staff Consultation Forum also feeds into action planning
- Assist Head of People with Investors in People accreditation and action plan
- Provide support to colleagues around Worker related surveys, sharing best practice
- Ensure useful insights from exit interviews are appropriately actioned
- Act as internal facilitator and mediator as required
- Champion integrity, diversity and inclusion as an integral part of our culture
- Support the diversity and inclusion internal working party and evolving action plan
- Ensure representation and contribution from the people team to Worker groups to enhance engagement for people related topics
- Consult with employees/workers on key policy areas and people practices which affect them
- Design policies and processes that promote a positive employee/worker experience and reflect UKAD values.

### **Reward and Benefits**

- Manage benefit benchmarking exercises and make recommendations to enhance the offering
- Support the people team with management of the Local Government Pension Scheme
- Be responsible for approving payroll related changes, ensuring changes are made in accordance with the contractual and statutory framework before working closely with the finance team
- Be responsible for the management of the job evaluation processes and input into tasks around the annual pay remit
- Monitor and review take up of employee benefits for reporting
- Manage the external supplier relationships including providers for a number of our benefits
- Ensure regular communication and promotion to employees and workers around our benefits package
- Assist Head of People with the annual performance related pay scheme.

## **Projects**

- Lead on key people projects to ensure delivery of the people strategy
- Be a Mental Health First Aider and provide advice where necessary for staff wellbeing
- Play an active role assisting Head of People with internal and external audits
- Manage the development of secondment, apprenticeship, and student placement opportunities.

## **Key internal and external contacts**

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- UKAD Employees and Workers
- UKAD Chief Executive, Chief Operating Officer and Directors
- People Committee
- Internal and external auditors
- DCMS
- Office of National Statistics
- Service providers and consultants
- Staff in National Governing Bodies
- Partner organisations

## **Person specification**

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### **Qualifications/experience/knowledge**

- A passionate generalist people professional, minimum level 5 CIPD qualification
- Previous experience working at a manager level, ideally in sport, regulation or public sector
- Proven experience of line management and coaching, creating opportunities to grow
- Well-developed experience building and maintaining strong relationships
- Demonstrable experience in providing consistent and accurate advice and guidance
- Demonstrable knowledge of UK employment legislation
- Experience of delivering diversity, inclusion and wellbeing interventions to raise awareness, creating an environment where people can be themselves at work
- Previous experience inputting into people strategy
- Knowledge of Local Government Pension Scheme would be advantageous
- Experience of utilising the Apprenticeship Levy would be advantageous

### **Skills**

- A passion for the people profession with a creative and inclusive approach to work
- Sharp attention to detail and high-quality execution
- Ability to work collaboratively to develop innovative solutions for problem solving
- Drive, motivation, and passion for creating positive change
- Excellent interpersonal, negotiation and communication skills

- Strong organisational and prioritising skills and the ability to handle a variety of tasks simultaneously (combining hands-on and managerial work)
- Working knowledge of hr/people systems, Microsoft Office and reporting

### **Additional information**

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Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, and travel, may be required.

Our hybrid working consists of two days in the office per week.

This job description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation