

# Senior People Advisor – Shape & Presence

<b>Location</b>	Global	<b>Department</b>	Choose an item.
<b>Reports to (Job Title)</b>	Senior Business Partner - People – S&P	<b>Salary Band</b>	D mid
<b>Matrix manager (if applicable)</b>	Click here to enter text.	<b>Competency level</b>	Choose an item.

## Role purpose

To provide strong HR skills and support within the People & Workplace Culture (P&WC) workstream. This role supports the HR team (S&P and wider business as usual) to deliver all elements of the P&WC workstream plan. It actively delivers and supports a collaborative delivery of the below work packets:

- Re-design of Culture
- Refinement of Values Based Behaviours
- People restructure process (planning, consultation, selection, redundancy, onboarding)
- Key people processes - Global Reward Programme (in conjunction with the Head of Strategic People Partnering) and policy review
- Talent identification and capacity mapping for the change
- Management of legal advice for the people strands of the programme
- Support the Organisation Design workstream
- People related risks

## Key outcomes

- Using expert skills, supports the delivery of all work packet activity.
- All activity is joined-up, this role plays a key relationship link role within the complex structure of the organisation, People and transformation teams.
- Delivers strong support to the People Advisory and People Representative teams across the network. Ensuring they are clear, confident and engaged with the Transformation Programme activity.
- Provides strong support to managers across the organisation, around people related change activity.
- Workstream activity is well managed across a multitude of stakeholders.
- Provides immediate support to the Shape & Presence People team.

**Expected national travel per annum**

Occasional travel

**On call/unsocial hours** Yes, in event of Christian Aid



**Expected international travel per annum**

Occasional travel

response to humanitarian emergency.

**Surge capacity for emergency responses** No

## Role requirements

### Relationships

**External:** Recruitment, reward and outplacement providers. Represents Christian Aid at external events. Liaising with Recruitment Agencies, legal advisors and external suppliers.

**Internal:** Works closely with other staff in the Global People Function both in the UK and overseas. Works closely with Payroll and other members of the Finance Division. Relates to employees at all levels in Christian Aid, especially with managers and employees linked to change related issues.

### Decision making

Evidence-based decision making. Problems are solved working within a framework and supported by senior members of the P&WC team.

**Budgetary/savings responsibility** The role will support the management of the P&WC workstream costs, alongside the P&WC Workstream Leader. It will play a supporting role in forecasting the financial modelling work related to the Transformation Programme.

### Analytical skills

Work is varied and complex as it spans the entire employee life-cycle, putting policy into practice and implementing organisational change. It therefore requires understanding, initiative and judgment in dealing with sensitive issues in compliance with employment legislation and good risk management principles.

### Developing self and others

**Number of Direct reports** 0

**Overall people management responsibility**

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Strong levels of influencing required to ensure collaboration is effective. Mentoring and coaching skills required to support across teams.

### Role related checks

**Police Check** Basic

**Counter terrorism screening** Required

## Person specification

Applied skills/knowledge and expertise

### Essential

- A recognised professional management qualification or graduate status in HR Management or equivalent demonstrable experience.
- Minimum level 5 CIPD qualification or equivalent experience



- Experience of supporting change processes, including advising managers and staff throughout the process
- Project management and delivery experience.
- Detailed understanding of current and forthcoming employment law.
- A good understanding of HR policy and best practice in employment.
- Sound knowledge of MS Office including Word and Excel.
- Demonstrable experience of using databases.
- Proven experience of supervising staff as a proactive team member, contributing to the success of the wider team and organisational goals.
- Strong communication, coaching and interpersonal skills

**Desirable**

- Previous experience working in a faith-based organisation
- Second language (French, Spanish, Portuguese)
- CIPD graduate status at level 7

**DATE CREATED**

25/10/2024

