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| **Role Title:** | People and Culture Adviser – UK | **Responsible to:** | People Policy and Advice Lead |
| **Division:** | People and Culture | **Department:** | Policy and Advice |
| **Direct reports:** | N/A | **Scope:** | UK and International Policy and Advice |
| **Scale:** | N/A PeopleN/A BudgetN/A income |
| **Regulated Function:** | No |
| **Evaluation Level:** | Implement 2 | **Role Family:** | Group Corporate Functions |

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| **Role Purpose** |
| The People and Culture Adviser will deliver an efficient and effective employee relations and advisory service to leaders in the UK and Internationally, ensuring effective engagement with colleagues and that management of all people related issues are consistent with internal policies, processes and legal requirements, to ensure the business remains compliant and within agreed People risk appetite. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational** * Support the development and delivery of the People and Culture strategy to plan, cost and quality
* Promote positive employee relations at all times and champion a community environment which enables delivery against the Diversity and Inclusion agenda, wellbeing of our colleagues and builds our reputation in the market place as a positive employer brand
* Support the change agenda and assigned People & Culture projects/initiatives affecting MPS, ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment
* Support the annual P&C processes (salary, bonus, moderations) engaging with business leaders to ensure understanding and completion in line with governance forums timeframes
* Develop people policies that are benchmarked externally, are compliant with evolving employment legislations (UK and International) and provide for fair treatment and outcomes for colleagues and the organisation.
 | * Corporate Strategic priorities Vs plan
* MPS engagement index Vs plan
* MPS leadership index Vs plan
* Delivery of projects to plan
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| **Financial*** Ensure that all spend is managed within organisation policy reporting on variance to budget to the People and Culture leadership team
* Produce insight and analysis from people metrics and organisational data sources to inform business decisions and actions which results in a measurable improvement in business performance and people metric trends
 | * Operational budget Vs Plan
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| **Member*** Monitor and provide robust challenge of emerging people risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security.
 | * Net promoter score
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| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
* Coach and guide leaders across MPS on their leadership capability, including in relation to the handling of employee relations matters, to create high performing, engaged and diverse teams.
* Support the design and delivery of training for colleagues to ensure a policy of continuous professional development is maintained.
 | * Engagement Index Vs MPS
* Leadership Index Vs MPS
* People Metrics – attrition, absence
* Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
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| **Risk*** Identify and report risks and issues identified within People and Culture Division and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Contribute to the design and implementation of an effective People Policy framework which supports effective People risk management across the business, ensuring that all people policies and practices are fair and transparent and in line with the values of the organisation
* Contribute to an environment where all colleagues in People and Culture recognise the importance of risk identification and management
 | * Risk & Control Self- Assessments
* Audit Actions
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| **Responsibilities (RACI)** |
| * As the external landscape continually changes, keep abreast of evolving legislation and best practice; recommend opportunities for MPS to become more efficient and effective in People and Culture practices
* Build a strong internal and external network to inform continuous professional development and contribute thought-leadership on people policies and practice that will further enhance People and Culture’s contribution to business performance.
* Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
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| **Key Governance Responsibilities**  |
| * N/A
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Others |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking  | Leading Others |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** |  | * Demonstrate thought leadership in HR policy and procedures
* High-energy work ethic, ability to establish vision, drive change and deliver results.
* Excellent oral and written communication skills, including ability to influence and persuade
 | * Detailed knowledge of employee relations approaches, methods and their application
* Experience interpreting UK employment legislation
* Experience with policy development
* Experience in supporting the delivery of transformation change programmes
* Proven experience of driving diversity and inclusion initiatives
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| **Desirable** |  | * Use of people metric insight to inform people plans / decisions and actions
 | * Knowledge of International employment law (Ireland/ South Africa, Asia, Caribbean, Australia, New Zealand)
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