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| **Role title:** | People Policy and Governance Adviser | **Responsible to:** | People Policy and Advice Lead |
| **Division:** | People and Culture | **Department:** | Policy and Advice |
| **Direct Reports and Level:** | N/A | **Scope:** | People risk and governance in UK and International |
| **Scale:** | N/A |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** | | |
| The People Policy and Governance Adviser will support the delivery of effective management of people policies, project governance, monitoring of People risk and data protection compliance to ensure the business remains compliant and within agreed People risk appetite. | | |
| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Support the development and delivery of the People and Culture strategy to plan, cost and quality * Lead the governance process for People and Culture projects affecting MPS and OD related workstreams within MPS strategic projects ensuring delivery to time, cost and quality. * Support the creation and oversight of the People and Culture People Plan to time, cost and quality. * Regularly monitor and audit P&C systems and controls to ensure policies and processes are being adhered to and to identify any areas of weakness. * Support delivery of business projects/initiatives ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment | * Corporate Strategic priorities Vs plan * Division Plan delivery Vs plan * Delivery of projects to plan |
| **Financial**   * Shape the continuous development of the people metrics, gather 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. * Ensure that all spend is managed within organisation policy reporting on variance to budget to the people and culture leadership team | * Operational budget Vs Plan * People metrics Vs feedback vs trends |
| **Member**   * Monitor 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 * Provide support to the Policy and Advice function to ensure all policies are benchmarked externally, are compliant with evolving employment legislations (UK and International) and provide for fair treatment and outcomes for colleagues and the organisation. * Support the build and maintenance of People Process to ensure they deliver improved outcomes and service delivery to internal stakeholders. | * Net promoter score * Policy implementation audit results * Policies signed of in accordance with the Risk Policy Framework timetables |
| **People**   * Promote positive employee relations and champion a community environment which enables the diversity agenda, wellbeing of our colleagues and builds our reputation in the marketplace as a positive employer brand. * Support the design and delivery of training for colleagues to ensure a policy of continuous professional development is maintained. * 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. | * Delivery of Personal Development Plan to plan * One to one / performance review meetings Vs Plan |
| **Risk**   * Ensure appropriate business processes and controls are in place to support People and Culture activity within risk appetite; comply with policies and regulatory requirements (as applicable). * Contribute to an environment where all colleagues in People and Culture recognise the importance of risk identification and management * Identify and report risks and issues identified within People and Culture and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues. * Support 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. * Comply with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the staff handbook. | * Risk & Control Self- Assessment * Audit Actions |

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| **Responsibilities (RACI)** |
| * Working with the People Policy and Advice Lead and BI department to develop People Metrics reporting to monitor our exposure against our Risk Appetite. * Working with the wider People and Culture division to ensure that People Risk and Compliance MI and reporting requirements are met. * Working with Group Risk and Compliance to support the implementation of a stronger risk culture across MPS * As the HR risk 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 * 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** |
| * Data Protection- Data Protection Champion * Chair - People and Culture project governance meetings |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** |  | * Excellent attention to detail. * Excellent written communication skills. * Good I.T. skills including a working knowledge of Word, Excel, Outlook and Powerpoint. * High-energy work ethic, ability to establish vision, drives change and delivers results. * Use of people metric insight to inform decisions and actions * Numerate * Proven analytical skills | * Knowledge of human resources and employee relations approaches, methods and their application * Evidence of an understanding of employment legislation and HR Policy |
| **Desirable** | * Qualification in risk management or associated qualification would be beneficial * Graduate Membership, Chartered Institute of Personnel and Development (or studying towards) |  | * Experience of working in an audit, data protection or compliance role * Acted previously in a risk or compliance role * Knowledge of risk management practices and methodologies and their application within a regulated environment |