

POLICY & ADVICE LEAD

JOB DESCRIPTION

SALARY	£41,209 - £50,039
LOCATION	Leeds
WORKING PATTERN	Full time (37.5 hours per week), Hybrid
DEPARTMENT	People & Culture

PURPOSE

As a member of the People and Culture leadership team, the People Policy and Advice Lead will provide leadership and critical thinking on the UK and International employee relations agenda including ensuring effective engagement with colleagues, management of people policies, governance and monitoring of People risk to the business to ensure the business remains compliant and within agreed People risk appetite.

ACCOUNTABILITIES & RESPONSIBILITIES

Operational Leadership

- Provide leadership across the People and Culture division and in particular Policy and Advice team to deliver on the overall corporate strategy, business performance, leadership of teams that reinforces the desired culture and delivery of strategic priorities.
- Contribute to the development and delivery of the People and Culture strategy to plan, cost and quality
- Lead the governance process for People and Culture projects to ensure delivery to time, cost and quality. This will be supported by Administration Services and the BI teams
- Oversee the development, delivery and ongoing maintenance of People and Culture policies and contractual documents and 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).
- Lead on assigned People and Culture projects affecting MPS wide and roll out other projects/initiatives within P&C ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment

Financial

- Work with other People and Culture leaders to set and deliver the budget ensuring an efficient and effective Policy and Advice operating model which minimises cost and maximises financial sustainability without compromising the People and Culture support.
- Manage the development and management of the external third party employment advice for UK and International to ensure a cost effective and efficient service. This requires working in collaboration with the Procurement Team.
- Work with the centralised BI/MI team to define and produce operational metrics and insight which gathers 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.

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
- Lead the Policy and Advice team to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with policies.
- Establish a culture and capability in Lean / continuous improvement to drive operational efficiency and great colleague experiences.

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People

- Provide strong leadership to ensure the training, competence, performance and engagement of all employees in People and Culture ensuring all have clarity on their accountabilities and comply with all governance, policy standards and processes.
- Build a strong pipeline of talent and succession across People and Culture for the benefit of MPS which will mitigate workforce planning risks and maximises the performance and potential of employees
- Lead the team on positive employee relations and champion a community environment which enables the diversity agenda, wellbeing of our colleagues and builds a positive employer brand in the marketplace

Other

- Maintain understanding of HR best practice in order to promote high performance, coach and develop other members of the People & Culture department and demonstrate values and behaviours in accordance with company standards.
- 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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PERSON SPECIFICATION

Knowledge & Qualifications

- Detailed knowledge of people and culture and employee relations approaches, methods and their application
- Qualification in risk management or associated qualification would be beneficial (*)

Skills

- Managing senior stakeholders
- Change management/Projects management/Lean (six sigma) /Continuous Improvement
- Demonstrate thought leadership in people policy and procedures
- High-energy work ethic, ability to establish vision, drives change and deliver results.
- Use of people metric insight to inform people plans / decisions and actions

Experience

- Extensive People & Culture operational management
- Significant up-to-date knowledge of employment law, best practice, contemporary approaches and people policies and procedures
- Experience with policy development
- International People and Culture management – leading teams across different cultures and employment law (*)
- Knowledge of risk management practices and methodologies and their application within a regulated environment (*)

All points marked with (*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.

This job description is for external use only and is a snapshot of the full role profile (version 2.0) in which colleagues full accountabilities are detailed. This document is subject to change to continue to meet the needs of Medical Protection Society.