



Job Description

People and Culture Advisor

Role Overview

The role of people and culture advisor within Inicio is fundamental to maintaining the effective function of the people and culture team, contributing to the overall success of all colleagues. As people and culture Advisor, you will hold primary responsibility for providing expert advice and support across various people and culture functions to ensure alignment with our vision, mission, and values.

As a key member of our people and culture team, you will report directly to the people and culture manager. Your input will be vital in ensuring that our HR policies and procedures are robust and well-defined. This involves collaborating with managers to ensure they understand and follow established processes effectively. Your role is pivotal in creating a positive and supportive workplace environment, supporting the diverse needs of colleagues.

Aligned with our values, you must demonstrate a commitment to empowering colleagues in their professional journey within Inicio. The workload will be varied and challenging as you engage with colleagues, ensuring their needs are met, and contributing to the overall success of Inicio.

Embodying our Values

Believe Impact is Possible

As people and culture advisor, believing that you can make a significant impact and actively working towards it is vital. This is achieved by empowering managers to understand employment law, enhancing their knowledge, and guiding them through our policies and processes, whilst supporting them to make decisions, minimise risk and to develop their own teams. You will contribute to the implementation and adherence of expectations, in doing so, you are laying the foundation for the future success of colleagues and our workplace culture. Your active involvement and commitment to making a difference are key factors in creating a positive and supportive environment.

Communicate Effectively

As people and culture advisor effective communication is not just a skill but a catalyst for positive change and stability for all colleagues. You will understand and navigate diverse communication needs, ensuring that information flows seamlessly between teams, managers, and senior management. Further to ensuring your own communication is effective, you will actively promote transparent and open communication within the organisation, ensuring that communication channels are clear, concise, and accessible. Contributing to the creation of an environment where everyone is informed, engaged, and aligned with our vision, mission, and values.

Embrace Self Improvement

As people and culture advisor you will embrace a culture of continuous improvement by reviewing HR strategies, staying updated on industry trends, and adopting innovative HR practices. You will actively engage in reflective practices, seeking ways to enhance HR processes and contribute to our growth. Whilst ensuring your own self-improvement, you will play a pivotal role in enhancing the knowledge of our managers allowing them to embrace their own self-improvement through providing clear and accurate HR advice and employment law guidance.

In Diversity there is Strength

As people and culture advisor recognising and championing diversity is integral to your role. You will play a crucial part in actively promoting equality, diversity, and inclusion. You will show an in-depth understanding of the equality act and ensuring compliance, guaranteeing that no colleague is directly or indirectly discriminated against during their employment. By integrating diversity and inclusion principles into your role, you will contribute to fostering an environment where everyone feels valued, respected, and able to contribute their unique perspectives to our collective success.

Be Accountable

As people and culture advisor, you will embrace accountability for HR decisions and actions, taking ownership of successful HR practices as well as areas for improvement. You will foster open communication with managers to address challenges and collaboratively devise solutions within HR policy and procedures. Demonstrating a commitment to robust practices and ensuring strict compliance with relevant legislation, empowering colleagues with accurate information about our organisation and our policies and procedures. You will ensure that all processes are recorded to a high standard, to ensure we have accurate records of processes that have been followed and ensuring we are compliant with employment law.

Consistency is Key

As people and culture advisor, consistency within your approach is essential, ensuring all colleagues are treated fairly and equally prior, during and post their employment. By implementing effective HR policies and procedures and ensuring a consistent approach, this commitment to reliability and trustworthiness not only instils confidence in colleagues but also contributes to our culture and values. You play a crucial role in building and sustaining a workplace culture where colleagues are respected and assured of the consistent application of fair practices. Through your conscientious efforts, you foster an environment that ensures all colleagues can fulfil their duties to the best of their ability, ensuring that our young people are receiving the highest quality support, from colleagues who feel valued and recognised for their excellent practice.

Day to Day Responsibilities

As people and culture advisor, you will have various day to day responsibilities which contribute to achieving success in your role. This list is not exhaustive, and you may be required to undertake additional responsibilities outside of this:

- You will actively address and resolve employee relation issues, including conflicts, grievances, and disciplinary matters, ensuring compliance with policies and procedures.
- You will guide and coach managers in people and performance management processes such as goal setting, performance reviews, improvement plans, and feedback sessions.
- You will collaborate with the people and culture manager to develop, update, and ensure compliance of HR policies with regulatory guidance, national legislation, and all local and regional frameworks we hold a place on, and keep line managers informed about any changes.
- You will build and maintain relationships with external partners, such as benefits providers and employee relations support services, to ensure effective collaboration.
- You will provide expert advice on reward strategies and assist colleagues in understanding their company benefits, including healthcare plans and employee assistance programs.

- You will oversee the HR platform, ensuring its optimal use, and identify areas for improvement by analysing usage trends and system potential.
- You will manage the HR inbox, ensuring that queries are promptly addressed or escalated to the appropriate person or department.
- You will develop and implement initiatives to boost retention, engagement, and morale.
- You will create essential employment documents, such as contracts, offer letters, and terms and conditions amendments.
- You will conduct exit interviews and manage the offboarding process for departing colleagues.
- You will stay abreast of changes in all relevant legislation and provide advice on HR-related legal matters.
- You will offer guidance and support in managing colleague well-being and mental health.
- You will generate and analyse HR metrics and reports, presenting findings to management to support strategic decision-making.

Your role as people and culture advisor is central to our mission of supporting and safeguarding young people as they prepare for adulthood, by promoting and supporting a positive working culture, ensuring that we are getting the best out of colleagues, allowing them to provide the highest levels of support to young people. Your commitment to excellence and dedication to providing consistent practice contributes significantly to the success of our mission.