

Role profile:

People Advisor



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood Works, the division taking care of our work and lifestyle spaces, is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

**So, work with us and
shape your world..**



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: People Advisor

Salary: £30,000-£35,000

Job purpose:

The people team are the experts when it comes to finding, growing and keeping talent. Your role, as People Advisor, is to be an advocate of our culture and values, ensuring that we create an environment where everyone can contribute their best work and develop to their full potential.

The role is broad and hands-on. Whether you're coaching managers to lead their teams in the right way, advising colleagues or navigating and resolving employee relations issues. As an analytical and curious thinker, you'll keep your ear to the ground, delivering a brilliant service and shaping our colleague experience.

What will you be doing:

- You'll support the colleague life cycle and key people practices from onboarding to offboarding to ensure the delivery of a seamless people experience and collaborate with the wider people & talent team to improve our approach.
- You'll work with the wider People & Talent Team to deliver products that encourage our people to take ownership of their own performance, careers and learning, by providing them with a range of different options, resources and experiences.
- You'll constantly review our policies and procedures, making sure they are fit for purpose.
- You'll provide high quality data and reporting that will bring insight back to the team on people activity that is happening across the business.
- As our people expert you'll manage ER cases, advising managers on policy and process, with a natural coaching style that puts people at the heart of every decision.
- You will support the People Partners on TUPE, Organisational Change and Transformation.
- As a generalist, you'll be comfortable to turn your hand to support our wider services including Recruitment, Payroll, Engagement, Wellbeing and Learning & Development.
- You'll support the People Partners in implementing people plans - particularly around driving actions from the colleague engagement survey that really make a difference to life at Bruntwood.
- You'll help to develop and deliver workshops that will inform, inspire and upskill our people managers.

Role Profile

What we're looking for:

- Experience of working at People Advisor level
- Experience of managing varied workloads, reacting to case work and queries efficiently as well as proactively engaging in project work
- An analytical mindset - the ability to spot trends and gather data to improve business processes
- Ambition to progress and develop in a role where you'll be recognised for your input and value added
- Project experience such as supporting system implementation would be beneficial, but not essential
- TUPE experience would be helpful, but not a must
- If you have experience of advising an hourly based workforce that would be beneficial
- Team focused, collaborating with the wider people team to improve overall company processes and colleague experience
- A progressive, non-bureaucratic approach to HR
- Able to evidence hands-on experience in employee relations and employment law
- Ability to work with the minimum of supervision in a high pressured environment
- First-class organisational skills with the ability to manage conflicting priorities
- Outstanding communication skills
- Strong balanced judgement and decision-making abilities
- Ability to coach, consult and challenge in a constructive manner
- Experience of the latest HR trends but in practical terms – not just a theory
- Relentlessly data driven, with the ability to simplify, storytell and make recommendations to the People Partners
- Relentlessly and passionately customer focused with the desire to provide a brilliant service

Your relationships:

- You'll work with a variety of people managers and colleagues across all levels of the business, acting as an advisor to coach and influence.
- You'll work closely with our People Partners to drive the people strategy for their business areas.

Benefits of working with us

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Ways of Working

- We understand the importance of **work-life balance**, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

Employee Assistance

Programme - 24/7 access to mental health, legal & financial support, including counselling

- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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