



Shape your career

Role profile:

People Advisor

bruntwood

Role Profile

The role: People Advisor

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 empowering 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, and will analyse data and trends to bring insight to the People Partners that will help them to better shape our colleague experience.

A few reasons why you might be our kind of person:

We're not looking for people who sit down and say "that'll do". We operate with an agile mindset in a fast paced environment and we are always looking to continually improve and evolve. We value speed, agility, innovation and being brilliant to work with. Our ambitious goals present a tremendous opportunity for change. We work hard to deliver, and there's a lot to do, but the ability to have an impact here is endless. That's our kind of people, and if that resonates with you, maybe we're your kind of people too.

We offer the opportunity to work, of course:

- 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 complex 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 Business 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 does good look like?

- Deliver; setting expectations and delivering on them is important to us.
- Collaborate; you will be expected to build strong working relationships with your team and colleagues across the business.
- Learn; you will actively seek to extend your knowledge and expertise to enable you to bring out the best in everything you do. Understanding your business area is critical to delivering value in this role.

What's important to us?

- We're not set on the need for a HR qualification, whether you have a degree, what size organisation you've worked for or which sector you've got experience in. What we care about is that you understand how people tick and how to create innovative solutions that enable them to perform.
- Able to evidence hands-on experience in organisation change, TUPE, employee relations and employment law.
- Experience of the latest HR trends but in practical terms – not just a theory.
- A progressive, non-bureaucratic approach to HR.
- Relentlessly data driven, with the ability to simplify, storytell and make recommendations to the People Business Partners.
- Relentlessly and passionately customer focused - the desire to provide a brilliant service is paramount to you.
- Credible expert - earning respect in the business through capability, authenticity and being brilliant to work with.
- Excellent relationship building and communication, with the ability to move between listening to, guiding and coaching others at all levels.
- The ability to make quick, sound decisions based on knowledge and judgment.
- Common sense – always spots opportunities to simplify and improve processes to drive better results.
- Marketing, communication and presentation skills to facilitate projects and initiatives
- Proactive and able to work autonomously. Able to balance getting the work done whilst keeping an eye on the bigger picture.

Benefits of working with us



Volunteering
scheme



Interest free
travel to work
loan



Enhanced
maternity and
paternity pay



Social events



Agile
working



Interest
free
learning
loans



Private
healthcare



Life assurance
cover



25 days
holiday



Birthday
leave



Free healthy
breakfasts



Sabbaticals



Employer
matched
pension
scheme



Learning
Sponsorship



Employee
shared
ownership



Employee
assistance
program



Buy and sell
holiday scheme



Eyecare
vouchers