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**SAINT FRANCIS HOSPICE**

## JOB DESCRIPTION

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| JOB TITLE | People and Culture Advisor - Projects |
| GRADE | 5a |
| HOURS OF DUTY | 37.5 |
| REPORTS TO | Head of OD, Engagement, and Inclusion |
| KEY RELATIONSHIPS | Directors, Head of Department, Managers, staff, volunteers, external partners. |
| RESPONSIBLE FOR | This role does not have line management responsibility |

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| JOB SUMMARY |
| To support the Director of People and Culture and the Head of OD, Engagement and Inclusion in the design, implementation and evaluation of people initiatives to support workforce development, leadership capacity and overall organisational effectiveness to enable the delivery of the Hospice’s Strategy and People plan.  Co-ordinate and manage the action plans linked to the development of Equity, Equality, Diversity, Inclusion and wellbeing at the Hospice in alignment with the EDI strategy and key wellbeing objectives.  To support on projects that will deliver strategic People and Culture initiatives across the Hospice, ensuring alignment with organisational goals and the people strategy and compliance with statutory requirements. |

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| MAIN DUTIES AND RESPONSIBILITIES |
| The People and Culture Advisor will focus on planning, executing, and monitoring initiatives that enhance management capability, employee experience, and People and Culture operational efficiency.  Support with the management of initiatives to enhance staff wellbeing, EDI, and retention across the Hospice.  Promote a culture of inclusion across the Hospice. The postholder will establish effective communication and information sharing regarding Hospice EDI and wellbeing activity and will gather input from stakeholders to inform their approach.  The role will assist with the general administration and project coordination of the EDI and wellbeing action plans for the workforce (employee and volunteers) and assist where needed with EDI initiatives for external services and customers.  Support the coordination of key events such as Mental Health Awareness Week, Black History Month, LGBT History Month, International Women’s Day and key religious dates etc. Coordinating feedback processes from events and initiatives and suggesting future events.  Set up and manage relevant databases and record systems to facilitate appropriate data analysis of EDI and wellbeing variables and trends.  Plan and organise own work schedule determining priorities across projects and balancing conflicting demands.  Liaising with the People and Culture Partners to support the coordination of EDI development sessions and embed EDI within staff induction.  Build relationships and collaborate across departments to ensure they are aware of EDI and wellbeing initiatives and activities and act as a point of contact for colleagues with EDI and wellbeing queries.  Collate and report on aspects of good practice in policies, procedures, initiatives, and activities to share internally when required.  Contribute to equality impact assessments, identifying interdependencies across projects/functions, risks and issues, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.  Advising, coaching, and training people managers on HR related matters, as required.  Coordinate and administer the design, implementation, and evaluation of People related projects, including workforce planning, policy reviews, process changes and system upgrades.  Develop action plans, including timelines and resource requirements, enabling projects/initiatives are delivered on time and within scope.  Monitor and report on project progress, risks, and outcomes to stakeholders.  Identify opportunities to streamline People processes and introduce best practice.  Along with P&C Partners develop management guidance and toolkits for use across the Hospice including communication plans and training/ briefing sessions.  Ensure People projects comply with relevant employment laws, safeguarding standards, and governance frameworks.  Engage with Hospice ELT and SLT, People and Culture team and wider Hospice, to define project requirements and deliverables.  Act as the primary point of contact for specific People and Culture project-related queries and updates.  Data Analysis and Reporting; Use data analytics to inform project decisions and measure the impact of People initiatives.  Support with the creation of reports and presentations to senior stakeholders.  Contribute to workforce planning projects, including recruitment strategies and succession planning frameworks. |

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| ADDITIONAL REQUIREMENTS OF POSTHOLDER |
| **SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with individuals in our care, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.  **CONFIDENTIALITY**: The post holder must maintain confidentiality, security and integrity of information relating to individuals in our car, staff and other hospice matters during the course of duty. Any breach of Confidentiality may become a disciplinary issue.  **DATA PROTECTION**: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.  **EQUAL OPPORTUNITES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.  **HEALTH AND SAFETY**: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.  **HOSPICE IDENTITY BADGES**: Hospice ID badges must be worn at all times whilst on duty.  **SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.  **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**  All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.  **WORKING TIME REGULATIONS:** The ‘Working Time Regulations 1998’ require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours. |

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures. In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and considering any special circumstances that may exist.*

PERSON SPECIFICATION

# People and Culture Advisor - Projects

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| **E = ESSENTIAL** | **D = DESIRABLE** |

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|  | **Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning** |  |  |
|  | **Compassionate** – we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.  **Collaborative** – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.  **Creative** – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working. | **E**  **E**  **E** |  |
|  | **Qualifications & Training** |  |  |
|  | Higher education to CIPD Level 5, or equivalent relevant experience | **E** |  |
|  | Evidence of continued professional development | **E** |  |
|  | Knowledge of and interest in the field of Equality, Diversity and Inclusion and preferably a proven track record of working in this area | **E** |  |
|  | **Skills/Abilities/Knowledge** |  |  |
|  | Ability to lead on projects and knowledge of Project management methodology | **E** |  |
|  | Understanding of the charity or public sector |  | **D** |
|  | Clear communicator with excellent writing, report writing and presentation skills. | **E** |  |
|  | Ability to engage a range of audiences and stakeholders on EDI issues in writing and verbally and able to respond sensitively to a range of views Ability to communicate effectively to people from diverse backgrounds with additional needs and staff at all levels | **E** |  |
|  | Good problem -solving skills and ability to respond to sudden unexpected demands  Numerate and able to understand financial information | **E**  **E** |  |
|  | Ability to work without supervision, take the initiative and solve problems | **E** |  |
|  | Good organisational skills with the ability to coordinate and prioritise a workload across multiple projects | **E** |  |
|  | Capable of working on own initiative and managing own workload, working to tight and often changing timescales. | **E** |  |
|  | Ability to demonstrate knowledge and understanding of equality of opportunity and diversity. Being aware of how individual actions contribute to, and make a difference to , the equality agenda. | **E** |  |
|  | Excellent interpersonal skills and the ability to influence others | **E** |  |
|  | Excellent digital presentation skills with the ability to display key facts and summarise complex data and documents in a way that engages different groups | **E** |  |
|  | Diplomatic and sensitive to the feelings of others Project coordination experience, including the use of systems to review progress Confidentiality and discretion to a very high level will be expected of the post holder | **E** |  |
|  | **Experience** |  |  |
|  | Experience of working with colleagues at all levels within an organisation and external stakeholders |  | **D** |
|  | Experience of administrative work, including taking meeting notes, coordinating diaries and organising meetings |  | **D** |
|  | Experience of producing communications resources and utilising a variety of communication channels, including social media  Experience with MS Office packages for word processing, data analysis and presentations. | **E** |  |
|  | Experience in drafting briefing papers and correspondence | **E** |  |

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I confirm that I have read the Job Description/Person Specification, and the duties contained therein and accept the conditions of this role.

**NAME:**   **SIGNATURE:**   **DATE:**