Title:	**People and Culture Advisor**
Reporting to:	**People and Culture Manager**
Salary:	**£30,000 - £34,000 pro rata per annum**
Contract:	**12-month fixed-term contract with potential for permanency, subject to organisational requirements**
Hours:	**21 hours per week, flexible between Monday-Friday, 9am-5pm**
Holidays:	**40 days pro rata per annum, inclusive of Public Holidays**
Pension:	**7% employer, 3% employee contributions**
Location:	**Gartnavel Campus, Glasgow (hybrid working)**

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre (BWoSCC) and all related facilities.

We are looking for a motivated and enthusiastic individual to join our People and Culture function at an exciting time for Beatson Cancer Charity.

This role offers a fantastic opportunity to contribute to the development of our People and Culture service, supporting our commitment to creating a positive, inclusive and engaging workplace where our people can thrive. Working closely with the People and Culture Manager and colleagues across the organisation, you will play an important role in supporting our people, strengthening our HR practices and helping to deliver our wider organisational people priorities.

Role Responsibilities

To provide professional People & Culture advice and support to managers and employees, leading on employee relations, policy guidance, workforce insights and people initiatives.

Employee Relations & Advisory

- Manage a caseload of employee relations matters, including disciplinary, grievance, sickness absence, performance, capability and other employment-related issues, providing timely, consistent and practical advice in line with organisational policies, employment legislation and best practice.
- Support managers throughout employee relations processes, including advising on appropriate next steps, preparing for meetings, reviewing documentation, supporting investigations and ensuring fair and consistent procedures are followed.
- Coach and support managers to develop their confidence and capability in managing people, addressing concerns early and applying policies and procedures consistently.
- Provide advice on attendance management, probation, performance concerns, employee conduct and other people management matters, identifying appropriate interventions and escalating complex or high-risk cases to the People and Culture Manager.
- Support the effective and timely resolution of employee concerns, grievances and workplace disputes, identifying opportunities for early intervention and informal resolution where appropriate.

- Manage the People and Culture inbox alongside the People and Culture Coordinator, ensuring queries are prioritised, allocated and responded to appropriately and within agreed timescales.
- Maintain appropriate case records and documentation, ensuring confidentiality, accuracy and compliance with organisational procedures.

Policy, Compliance and Governance

- Review, develop and maintain People and Culture policies, procedures and guidance to ensure they remain fit for purpose, consistent with organisational values and aligned with current employment legislation and best practice.
- Monitor changes in employment legislation and relevant HR guidance, assessing their implications for the charity and recommending updates or actions to the People and Culture Manager.
- Provide professional interpretation and guidance on policies and procedures, supporting managers to apply them fairly and consistently.
- Support the implementation and communication of new or revised policies, ensuring managers and employees understand their responsibilities.
- Identify potential employment risks and compliance issues, escalating concerns appropriately and supporting the development of practical solutions.
- Contribute to the maintenance of appropriate HR governance, documentation and employment practices across the organisation.

Workforce Insights and Organisational Improvement

- Analyse workforce information and trends, including employee turnover, sickness absence, employee relations, recruitment, retention and engagement, to identify emerging issues and opportunities for improvement.
- Produce and interpret management information, providing meaningful commentary and recommendations to support evidence-based decision-making by the People and Culture Manager and wider management team.
- Review exit survey findings, employee feedback and engagement data to identify recurring themes, potential risks and opportunities to improve the employee experience.
- Support the People and Culture Manager in developing and monitoring People and Culture KPIs, identifying areas requiring further investigation or action.
- Use workforce insights to inform recommendations relating to retention, employee wellbeing, organisational culture and people management practices.
- Work collaboratively with the People and Culture Coordinator to ensure workforce data and reporting are accurate, timely and consistent.

Recruitment and Workforce Planning

- Provide professional advice and guidance to recruiting managers throughout the recruitment process, supporting fair, consistent and effective recruitment practices.
- Support managers with recruitment planning, role requirements, selection approaches and appointment decisions, ensuring alignment with organisational policies and workforce needs.
- Contribute to workforce planning and talent attraction initiatives, identifying opportunities to improve recruitment processes and the candidate experience.
- Support the People and Culture Manager with initiatives to strengthen retention, succession planning and the development of organisational capability.

- Work with the People and Culture Coordinator to ensure recruitment administration and onboarding processes are completed effectively.

Employee Experience, Engagement and Wellbeing

- Support the People and Culture Manager in delivering employee engagement initiatives, including engagement surveys, feedback mechanisms and action planning.
- Analyse employee feedback and work with managers to identify and implement appropriate actions that improve employee experience, engagement and organisational culture.
- Support the development and implementation of wellbeing, recognition, inclusion and employee experience initiatives aligned with the charity's values and strategic priorities.
- Advise managers on employee wellbeing matters and appropriate workplace support, including signposting to relevant organisational resources and support services.
- Contribute to the development of effective people management practices that promote an inclusive, supportive and values-led working environment.
- Prepare and support the delivery of employee communications relating to HR policies, people initiatives and organisational changes.

Projects and Continuous Improvement

- Lead or support the delivery of People and Culture projects and organisational change initiatives, ensuring activities are coordinated effectively and deliver agreed outcomes.
- Contribute to the implementation of the charity's People and Culture strategy and associated action plans, supporting the delivery and monitoring of agreed priorities.
- Support initiatives to improve line manager capability, including the development and delivery of manager guidance, training and resources.
- Identify opportunities to improve HR processes, policies and ways of working, making practical recommendations to improve efficiency, consistency and employee experience.
- Support the evaluation of People and Culture initiatives, using feedback and relevant data to assess effectiveness and identify further improvements.
- Work collaboratively with the People and Culture Manager and People and Culture Coordinator to deliver projects and ensure effective coordination between advisory and administrative activities.

Other

- Provide accurate and timely management information, analysis and recommendations to support People and Culture reporting and decision-making.
- Ensure employee relations documentation and other sensitive information are handled confidentially and in accordance with data protection requirements.
- Develop and maintain effective working relationships with managers, employees and key internal stakeholders across the organisation.
- Work collaboratively with the People and Culture Coordinator to ensure effective handover of administrative activities, accurate employee records and consistent service delivery.
- Undertake other appropriate People and Culture duties and support additional projects as directed by the People and Culture Manager.

Person Specification

- Confident, approachable and professional, with the ability to build trust and credibility with managers and employees.
- Strong interpersonal and communication skills, with the ability to advise, influence and challenge constructively where appropriate.
- Self-motivated, proactive and adaptable, with a positive approach to problem-solving and continuous improvement.
- Committed to delivering high standards of work, maintaining accuracy and managing competing priorities effectively.
- Able to handle sensitive and confidential information with discretion, professionalism and integrity.
- Committed to the vision, mission and core values of the charity.

Essential Criteria

- CIPD Level 5 qualified or working towards the qualification.
- At least 2–3 years' experience in an HR advisory role or equivalent generalist HR position, including responsibility for employee relations matters.
- Practical experience supporting disciplinary, grievance, sickness absence, performance or capability processes.
- Sound working knowledge of employment legislation, HR policies and best practice, with the ability to apply these appropriately in practice.
- Experience advising and supporting line managers on people management matters and procedural requirements.
- Strong analytical skills, including experience interpreting workforce information and producing accurate management reports.
- Experience using HR systems and maintaining appropriate employee relations records and documentation.
- Strong organisational, planning and prioritisation skills, with the ability to manage a varied workload independently.
- Excellent communication and stakeholder management skills, including the ability to explain HR matters clearly and provide practical advice.
- A proactive and solutions-focused approach, with the ability to exercise professional judgement, recognise risk and escalate matters appropriately.

Desirable:

- Experience contributing to policy development, organisational change or HR service improvement initiatives.
- Experience supporting employee engagement, wellbeing, retention or organisational development projects.
- Experience developing or delivering line manager training, guidance or resources.
- Experience working within the charity or wider third-sector environment.

This job description may be reviewed and amended in light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.