

People Manager

Job Description and Person Specification

Salary:	£42,417 to £52,174 [Points 18-24 on the GPEW salary scale]
Hours:	35 hours, open to part time/job share requests
Job type:	Permanent
Location:	Remote with occasional travel required
Line manager:	Head of People and Governance
Line management responsibilities:	x2 Senior People Officers, x3 House of Lords Staff Team
Key relationships:	Managers / Employees / Union representatives

Purpose of the role

The People Manager will work with the Head of People and Governance, people team and key stakeholders to lead change and transformation across the organisation, modernising systems, process and ways of working to enhance how our people are supported. The role holder will work with the team to design and deliver a forward-looking people and culture strategy that is aligned with organisational strategy and future needs.

The People Manager will provide operational HR leadership and excellent service delivery to the Green Party, ensuring the successful recruitment, retention, development, and the high performance of employees whilst maintaining compliance with relevant employment laws and regulations. Crucially, the post holder will drive a culture of continuous improvement, embedding people focussed practices that support an inclusive, engaged and high performing workforce.

Role and Responsibilities

Operational HR Requirements

- Alongside our Senior People Officer(s) and our Joint Negotiation Staff Committee (JNC), lead the review and modernisation of policies and procedures in line with employment legislation ensuring they are compliant.
- Work with the management team and JNC to develop and implement competitive benefits strategies in line with policy reviews and lead on any pay and review changes
- Ensure the Green Party is effectively resourced and develop and implement recruitment strategies to attract, hire and retain the best staff.
- Oversee payroll, pay structure and benefit processes
- Ensure the HR System (hibob) is optimised and managed effectively working with the Senior People Officer (s) to ensure integrity of the data and developing its capability to support self-service.
- Ensure the people team have robust standard operating procedures and guides and automate and streamline administrative workload and improve efficiency and support business scalability.

Data Analytics

- Develop and oversee reporting that enables the management team and organisation to make evidence-based decisions to improve recruitment, retention and development. This includes:
 - the production of people management reports monthly
 - Identifying insights and workforce themes or trends and suggest appropriate solutions to be implemented.

Performance and Learning and Development

- Work with the Head of People and Governance to develop, implement and evaluate the people and culture strategy in line with the organisational strategy
- Lead on ensuring the development and delivery of performance management processes to ensure that all employees have clear objectives and development plans that are monitored, and managers provide regular feedback on performance for all staff
- Collaborate with the EEDI and Culture Manager on the design and delivery of learning activities.
- Work with the EEDI and Culture Manager to design and deliver in house training on policies and procedures for example on, recruitment, performance management, grievances and disciplinary process.

Employee Relations

- Promote and maintain a positive, supportive culture across the organisation and build collaborative working relationships with the JNC.
- Support to raise managers capability and competence in managing employee relations issues, coaching, mentoring and training as required: Including disciplinary matters, capability, grievances, sickness absence and concerns arising during probationary periods. This may include advising managers on legal implications, conducting appropriate investigations and attending and supporting related meetings.
- Work with the EEDI and Culture Manager to deliver actions related to the EDI strategy and ensure equity and inclusion are embedded into people policies, processes and practices.
- Undertake project management for HR projects, including implementing and communicating resulting changes across the workforce.
- Lead managers through change processes, providing thoughtful challenge and critical analysis and ensuring the process is run in line with legislation and best practice.

Team management

- Manage the people team (two staff) building a high performing, collaborative team.
- Provide Line Management support to the House of Lords Staff Team
- Support the Head of People and Governance to develop the annual budget based on team plans.

- Any other duties that the management team may reasonably request that align to the role.

Person Specification

Attribute		Essential/ desirable	Where Assessed
Experience and Education	CIPD qualified to level 7 or relevant equivalent experience	Essential	Application
	Significant experience in HR management, with experience in a not-for-profit or public sector setting preferred.	Essential	Application /Interview
	Proven experience of working in a unionised environment, with a strong understanding of trade union relationships and ability to negotiate and implement collective agreements in collaboration with union representatives.	Essential	Application/ Interview
	Experience of supporting organisational change and development	Essential	Application /Interview
	Experience of providing high quality advice to leaders, managers, staff	Essential	
	Experience of working in an HR role, autonomously advising managers on people management, employee relations, change management and workforce engagement including consultation	Essential	Interview
	Experience of project management and of leading change management initiatives	Essential	Interview
	Up to date working knowledge of employment legislation, policies, practices and procedures and experience of implementing policy and process improvements	Essential	Interview
	Background in the NHS, local government, or similar public service contexts is highly desirable, particularly where experience includes partnership working, and structured HR processes.	Desirable	Application
Skills/abilities	Excellent communication, relationship management, strong influencing and interpersonal skills, and organisational skills	Essential	
	Ability to work independently and as part of a team.	Essential	
	Able to understand and anticipate the need for change, diagnose risk and issues and build the case for change with stakeholders, and manage the people impacts of change activity	Essential	

	Support the aims and policies of the Green Party, and the development of a more sustainable society.	Essential	Application/ Interview
	Resilient, calm under pressure, and capable of handling sensitive situations with discretion and professionalism.	Essential	Interview
	Collaborative, with a commitment to partnership working and continuous improvement in employment practices.		
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential	Interview
Knowledge	Strong understanding of HR best practices, employee relations and HR systems.	Essential	
	Up to date working knowledge of employment legislation, policies, practices and procedures and experience of implementing policy and process improvements	Essential	Interview
	Understanding of equality and diversity issues in the workplace and application of legislation and policies	Desirable	
Personal circumstances	Eligible to work in the UK	Essential	
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential	
	Not a member of another UK political party	Essential	
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential	

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.

3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.