



Job Description and Person Specification

| | |
|-----------------|--|
| Post: | People and Wellbeing Officer |
| Salary: | £22,848 – £25,226 pa (NJC Scale 5 - dependent on experience) |
| Hours: | 35 hours per week |
| Base: | Zion Community Centre, 339 Stretford Road, Hulme, M15 4ZY. |
| Accountability: | People and Wellbeing Manager |

Job Description

Purpose of the role

This post is really important for Manchester Mind and will contribute to delivering a supportive and pro-active people and wellbeing function which aligns with our beliefs and values. The postholder will work collaboratively providing first line administrative and advisory support to line managers and all staff for HR related matters. The role will be particularly important in supporting efficient delivery of our Recruitment and Selection, and Onboarding processes. There will also be opportunities to develop experience in culture, inclusion and change projects as required by the service. You will be working within a supportive team where relationships are important to successful delivery.

Duties relating to the post

- Input and maintain accurate data on People systems and support the People & Wellbeing Manager with reporting against workforce measures.
- Coordination and management of the recruitment process; including (but not limited to) supporting managers/team leaders to develop Job Descriptions and adverts, placing adverts, managing the administration and coordination of our selection processes, carrying out all pre-employment checks and issuing of offer letters and contracts of employment.
- Processing DBS checks for new and existing employees; ensuring that records are updated and renewed as required.
- Organise and communicate the Induction process for new staff joining the organisation. Meet with all new members of staff; proving a welcome to them and giving details of key employment policies, procedures and mandatory training. Also, contributing to and keeping track of Induction course completions.
- To support finance with the monthly payroll in ensuring that all employment details are up to date on our People systems (Bright HR).
- Ensure new staff are provided with annual leave entitlements (pro rata to start date), information on how to use the personnel database (Bright HR) and Outlook Desk booking system.
- Updating annual leave entitlements for existing staff, for example, upon reaching employment anniversaries, where contractual changes apply or when leaving Manchester Mind.
- To work with managers to provide information and advice on policies and procedures to minimise the risk of issues arising.
- Responsibility for monitoring sickness absence via regular reporting, identifying employees who have reached trigger points and supporting managers to take proactive action in supporting staff (initially with support from the People & Wellbeing Manager). Referring more complex absence cases to the People & Wellbeing Manager.

- o Supporting the People & Wellbeing Manager with development and delivery of the team strategy, such as wellbeing, inclusion, employee engagement and workforce development projects.
- o Supporting the People & Wellbeing Manager with continuous improvement to ensure the service that the team offers is as streamlined and effective as possible.
- o To support the People & Wellbeing manager in delivery and interpretation of staff surveys and other feedback forums. Ensuring regular communications are in place to staff and volunteers.
- o To contribute to the development of a beliefs and values led HR service to staff and volunteers.

General Responsibilities

- o Maintaining a professional and confidential approach to work at all times.
- o Actively participating in regular supervision sessions and team meetings as requested.
- o To be willing to attend appropriate training courses as agreed with your manager.
- o Contributing to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.
- o Ensuring data is managed in compliance with General Data Protection Regulations.
- o Creating positive relationships and treating all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values, and adhering to equal opportunities and diversity statements and policies.
- o Working outside normal office hours if required to do so to meet the needs of the service.
- o Carrying out other duties as requested by the People and Wellbeing Manager, Ops Director, Chief Executive or Board of Trustees.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All are essential unless otherwise stated.

Knowledge and Experience

- o Experience of working in a collaborative way, which includes sharing resources, skills and talents.
- o Experience of working in a People Profession field (such as Human Resources, Recruitment, Learning & Development or Organisational Development).
- o CIPD qualification at Level 3 or above, or willingness to undertake in post.
- o Experience of working in a supportive and open way with colleagues and/or volunteers, which is appreciative of the skills and talents and perspectives of everyone.
- o Experience of working with IT systems, programmes and databases.
- o Experience of project management (desirable).

Skills and Personal Qualities

- o Ability to communicate in a clear and meaningful way in order to support collaboration and enable people to build on their skills and talents.
- o Ability to produce good quality work to deadlines.
- o A commitment to learning and building skills and knowledge in order to contribute to excellent service development.
- o Desire to grow and develop to support the People & Wellbeing Manager and workforce development initiatives.

o Commitment to safeguarding people who use Manchester Mind’s services and others you may come into contact with as part of your role.

