

# People Advisor

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# People Advisor

## Position in the organisation

Reports to the ER & Change Lead  
Member of our People Partnering team.  
Part of our People directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

As a People Advisor you will play a role in the delivery of the Society's people experience, enabling an inclusive and high-performance culture, through the successful resolution of all employee relations matters. Using knowledge of employment law, combined with expertise in people policies and practices, you will provide the necessary support, challenge and guidance to people managers to achieve success. Using data and insight to identify trends and root cause issues, as well as identifying opportunities to mitigate risks are also key components of this role.

Through building trusted partnerships within an aligned Directorate and across the Society, you will provide expert advice on all people related matters, including organisational change programmes, including TUPE transfers, ensuring change leads are supported to achieve Directorate objectives.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Provide a highly effective and people centred service that gives advice, guidance, support and challenge to people managers on people policies, procedures and legislation, enabling successful resolution of employee relations matters.
- Use employee relations data and insight to provide analysis, identify trends and root causes, enabling effective decisions and delivery of a consistent people experience.
- Coach and develop people managers, building knowledge, understanding and capability to mitigate employee relations risks and manage performance.
- Build credibility and trust-based relationships with people managers across the Society, creating a space to be a critical friend and provide guidance where needed.
- Provide support and advice to employees in relation to terms and conditions, Society policies and procedures and general ER related queries.
- Ensure roll out of people policy changes are understood and adopted by people managers across the Society.
- Provide a customer focussed advisory service to Directorates, that supports and enables organisation change, ensuring a great change management experience with employee wellbeing in mind.

- As part of change programmes, advise managers on the development of job descriptions and guide them through the evaluation process, agreeing grades with managers and referring to People Business Partner and Reward Team if needed.
- Provide expert support to Business Partners in implementing change programmes, developing business cases, planning consultation meetings and follow up.
- Embed communication and engagement plans in any change programme.
- Analyse, interpret and present key people data to highlight progress and risks and enable decision making.
- Take ownership for continuing professional development and external networking, ensuring up to date ER knowledge and keeping abreast of best practice.
- Support and advise managers on the development of job descriptions and subsequent processes to then advertise.
- In partnership with Talent Acquisition, advise managers on the recruitment and selection of their teams as required.

## **We are looking for someone who can...**

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
CIPD qualification or relevant experience, skills, and personal attributes.	A/I
Experience of providing generalist advice and coaching to managers on all aspects of HR and employment law.	A/I
Strong current knowledge of employment law and best practice in HR policies, principles, and procedure, with experience of interpretation and implementation.	A/I
Good understanding and experience of change management and organisation design, and evidence of successful application, including TUPE transfers.	A/I
Ability to use coaching and influencing skills to enable excellent people management.	A/I
A pro-active approach to work and problem solving, and the ability to spot and deal with issues as they occur.	A/I
Able to analyse and interpret data, drawing out insights and producing clear and concise reports and presentations.	A/I
Ability to complete full options analysis and able to consider the impact of actions.	A/I
Listening and questioning skills that enable, empower, and get to the heart of the issue.	A/I
CIPD qualification or relevant experience, skills, and personal attributes.	A/I
Experience of providing generalist advice and coaching to managers on all aspects of HR and employment law.	A/I
Strong current knowledge of employment law and best practice in HR policies, principles, and procedure, with experience of interpretation and implementation.	A/I
Good understanding and experience of change management and organisation design, and evidence of successful application, including TUPE transfers.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Ability to work proactively with minimal supervision and to organise own time and workload.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication.	A/I
An agile and flexible approach to the wider People Partnering function with a willingness to flex across teams as required.	A/I
A proactive approach to continuing professional development and sharing best practice.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: [careers@alzheimers.org.uk](mailto:careers@alzheimers.org.uk)



# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave