



Post: People Advisor (People Experience) - Band 6
Location: HQ, Dunfermline with a flexible blend of home working
Reports to: Head of People Experience
Contacts: People and Culture Function, All People Managers across the Society, colleagues and volunteers.

Overall Purpose of the Role:

The role holder is responsible for supporting the successful implementation of a variety of initiatives and projects which help to positively impact on our people experience; examples include talent management, wellbeing, employee engagement, diversity and inclusion.

The role requires strong organisational skills, an understanding of people processes, and the ability to work cross-functionally to support change and enhance the employee experience.

This role works right across the people function and supports the people experience for ALL colleagues including our volunteers.

Key Responsibilities:

- Work closely with colleagues across the people function, to ensure seamless execution of initiatives.
- Champion the company culture, ensuring that it is reflected in all aspects of the employee experience.
- Support employee recognition programs to acknowledge and reward outstanding contributions.
- Organize and coordinate events such as leadership events, engagement and team-building activities, wellness days etc
- Use data to identify gaps in employee experience and collaborate on solutions to address these areas and drive up colleague engagement.
- Support employee survey analysis to gauge satisfaction and identify areas for improvement.
- Support onboarding and offboarding activity e.g. inductions and exit interviews

Person specification: People Advisor (People Experience) Band 6

	Essential	Desirable
Experience & job knowledge	<ul style="list-style-type: none"> • Ability to build relationships and communicate effectively • Understanding of core People Processes • Ability to analyse People data and metrics to make informed decisions and provide actionable insights 	<ul style="list-style-type: none"> • Charity sector experience • Events planning experience • Experience in implementing people change projects and/or employee engagement activity
Job Related Skills / Competencies	<ul style="list-style-type: none"> • Strong organisational and time management skills • Attention to detail and follow-through on commitments. • Excellent verbal and written communication skills, 	
Personal attributes	<ul style="list-style-type: none"> • Passion for people and creating a positive workplace culture. • Problem solver • Ability to work with others in a collaborative and solution focused manner • Approachable and able to build trust and rapport • Adaptable: Comfortable working in a fast-paced, dynamic environment with shifting priorities. 	