

People & Culture Team Leader

Job Description and Person
Specification



People & Culture Team

Leader - Central

Hours	22.5 hours / 3 days per week
Salary	£33,896- £35,765 per annum FTE (pro rata for part timers)
Contract	Permanent
Location	Clarence House, Horsforth, Leeds, LS18 4LB with occasional travel across Leeds and surrounding areas
Annual Leave	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years
Pension	3% employer contribution, 5% employee contribution, enhanced by salary exchange
Probationary Period	6 months
Reporting to	Director of People, Culture & Governance
DBS Check Level	Basic

Introduction

Leeds Mind is the city's leading mental health charity. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health condition.

Our values of Being Open, Supportive, Brave, Connected, and Resourceful are pivotal to the work we do.

This is a new role created to support Leeds Mind as a people-based organisation to further our People & Culture related activities. The role provides first-line support for managers on employee relations cases and works across the

organisation to develop and implement HR projects including internal comms, wellbeing, learning & development, resourcing & equality, diversity and inclusion.

With over 200 employees and volunteers, this new role is an exciting investment into the people agenda, securing Leeds Minds success as a great place to work where everyone feels they belong. The role manages our Inclusion Projects Coordinator & People & Culture Administrator to provide a safe and supportive HR service, demonstrating to our volunteers and employees that they are supported and valued.

Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment and being an equal opportunities employer - We believe that inclusive practices should be part of everything we do. We are committed to ensuring that our colleagues, volunteers, and service users feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

To find out more about how we are developing this you can click [here](#).

Purpose of the role

This is a key role for People & Culture operations & support at Leeds Mind. They are the first point of contact for managers needing support leading and engaging their teams. They work in conjunction with the rest of the People & Culture team to develop & implement initiatives relating to People & Culture, Wellbeing and EDI strategy & KPIs that develop Leeds Mind as a great place to work.

Main Tasks and Responsibilities

- First-line support & guidance for managers with HR queries including coaching & training, and managing ER cases including absence management, disciplinary & grievance
- Development & implementation of HR workstream related development projects (e.g., retention, recruitment, L&D, performance management, succession planning) in line with our People & Culture strategy
- Management of People & Culture team members, ensuring legal compliance, data governance and high performance/motivation

- Overseeing P&C data reporting to the Head of People & Culture for the People Development Committee & Board of Trustees, and implementing initiatives that will improve performance against KPIs
- Design and deliver learning & development initiatives (e.g., induction, values, skills-based training) in line with workforce development plan and training needs analysis
- Ensure updates to employment law are implemented in a timely manner with the Head of People & Culture
- Lead the Equality, Diversity & Inclusion and Wellbeing groups with implementation of initiatives to develop Leeds Mind as a great place to work where everyone feels they belong
- Development and delivery of resourcing & retention strategy to attract, recruit and retain a diverse workforce to Leeds Mind
- Development, and review of HR policies that promote accountability, high performance and comply with employment law updates
- Absence management policy oversight and collaboration with colleagues to ensure staff are supported with reasonable adjustments
- Working with our Finance team and P&C Assistant to ensure payroll is correct and on time for our teams
- Ownership of HRIS ensuring compliance and effectiveness
- Leading on internal communications strategy and ensuring execution within the team
- Supporting P&C related events as required (TOIL applies for out of hours work)

Organisation

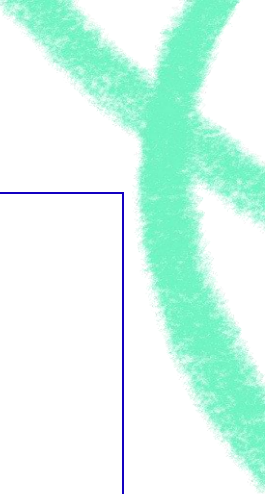
- Participate in 1:1s, performance and development, including Leeds Mind compulsory training programme
- Attend and participate in service/team meetings
- Work within the framework of Leeds Mind's policies and procedures
- Promote the values, behaviours and ethos of Leeds Mind

- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure
- Undertake any other reasonable duties as and when required

Person Specification

	Essential	Desirable
Knowledge/Qualifications	<ul style="list-style-type: none"> ● GSCE English and Maths (or equivalent) at grade C/4 or above ● CIPD qualified (minimum L5) ● Up to date Employment law & legislation knowledge ● HR policies and process knowledge ● Knowledge of Equality, Diversity & Inclusion (EDI) & Wellbeing within the workplace 	<ul style="list-style-type: none"> ● A Levels in related subjects ● HR/Business related Degree ● EDI knowledge/qualifications ● Workplace wellbeing knowledge/qualifications
Skills/Ability	<ul style="list-style-type: none"> ● High level of IT skills, proficient with a wide range of Microsoft Office programmes (Word, Excel, Outlook, PowerPoint, CRM Database) ● Outstanding organisational & prioritisation skills ● Confident interpersonal, stakeholder management and customer care skills ● Ability to work autonomously & use initiative ● Internal communications skills and strategy knowledge ● Professional written and spoken English 	<ul style="list-style-type: none"> ● Coaching approach with colleagues & managers ● Development of P&C resource library using SharePoint ● Dispute resolution and mediation skills ● Presentation & public speaking ● Data collation/analysis
Experience	<ul style="list-style-type: none"> ● Proven experience of HR team line management ● Track record of managing employee relations cases in a professional setting with 	<ul style="list-style-type: none"> ● Experience working within P&C within third or mental health sector ● Experience of coaching and mentoring managers

	<p>managers, in line with employment law & ACAS best practice</p> <ul style="list-style-type: none"> ● Proven experience developing HR policy, process and projects within a professional context, ensuring employee compliance ● Experience of administering HR systems effectively ● Inputting, collating, analysing & presenting data ● Proven experience of internal recruitment including assessment design and delivery ● Track record of supporting managers with absence management ● Experience of developing, implementing and maintaining HR administration process including payroll changes & annual leave entitlements 	<ul style="list-style-type: none"> ● Experience of designing and delivering learning & development initiatives ● Experience of delivering EDI and Workplace wellbeing projects ● Internal comms management
<p>Behavioural</p>	<ul style="list-style-type: none"> ● Optimistic and resilient to deal with conflicting priorities and, at times, complex ER issues ● A growth mindset and desire to make Leeds Mind a better place for colleagues and volunteers and the people we support ● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful. ● Open to change and able to work flexibly in line with the needs of the service/organisation. ● Commitment to working in partnership with service users, management, and staff. 	<ul style="list-style-type: none"> ● Lived experience of mental health difficulties.



	<ul style="list-style-type: none">• Understanding of the challenges faced by people experiencing mental health difficulties.• Demonstrate a commitment to equality and diversity in the workplace.• Commitment to safeguarding clients and others you may come into contact with as part of your role.	
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