

Role Profile

Details	
Job Title:	People Manager/Partner
Job Grade:	Manager
Reports to:	Head of People
Based in:	Harrogate
Hours:	Full time, 37 hours
Overall purpose	
<p>The People Manager will act as the Charity's 'Go To' person for generalist HR advice and support, whilst simultaneously contributing to the delivery of the People Plan and the strategic aims of the Charity through HR projects focussed on improving the employee journey.</p>	
Key responsibilities	
<p>Reporting to the Head of People and leading a small HR team, the People Manager will work with employees and line managers to provide support on all HR policy matters, compliance and legislation. Key responsibilities include:</p> <p>Continuous Improvement</p> <ul style="list-style-type: none"> • Implements quality improvements in management practices across the Charity e.g. in relation to PDR reviews, objective setting, absence management and monitoring • Analyses employee data and metrics, reporting trends to the Head of People and flagging cases of concern to the Head of People • Develops and delivers management training on a variety of HR topics to improve compliance, knowledge and competence • Keeps up-to-date with developments and advances in HR and considers whether / how these can be leveraged in Yorkshire Cancer Research. • Collates people plan performance data to enable the Head of People to provide regular progress updates to the Leadership Team and Directorate. 	

- Monitors the HR Information System, ensuring that full capability of the system is utilised, line managers are accurately recording information and acting in accordance with relevant policies when required.

Support and Advice

- Works in partnership with line managers to advise, coach and support them in the application of HR policies and procedures on all people management / HR related matters
- Provides case management support for employee relations cases where appropriate
- Monitors the quality of appraisal conversations and provides coaching and feedback to line managers to improve delivery
- Advises on recruitment and selection strategies for roles (Manager level and below) to ensure there is a positive employee experience and provides interview support as and when required
- Coaches line managers to ensure all role profiles are fit for purpose
- Supports managers in the preparation and provision of employee contracts, addendums and other correspondence in line with legal requirements and HR policies and procedures
- Chairs the ad hoc HR Values Group

Leadership

- Leads projects / workstreams that contribute towards the Charity's People Plan
- Leads, coach's and develops direct reports, role modelling the internal PDR approach
- Acts as an Ambassador of the YCR values, challenging misaligned behaviours and ensuring the values are integrated into all aspects of people management and the employee journey

Governance / Compliance

- Reviews and updates all HR policies and procedures in line with the review calendar, ensuring that changes in employment law are accurately reflected and communicated
- Provides training and communication to all staff to increase levels of knowledge and confidence in the use of Charity policies and procedures

- Advises employees and role models the Charity's approach in the maintenance of confidential departmental staff files, documents, pay scale details and/or other important databases, ensuring that regulatory requirements are met.

Qualifications

- Significant relevant HR experience gained at manager level
- Educated to degree level or equivalent
- CIPD Qualified, Level 5 minimum
- Evidence of continued professional development relevant to the role purpose and level.

Essential Skills and Knowledge

- Strong up to date knowledge of UK employment law
- Ability to build, manage and develop strong stakeholder relationships at all levels
- Experience of developing and implementing action / people plans
- Strong employee relations experience including disciplinary, grievance, change management
- Training Needs Analysis, design and delivery of engaging learning interventions
- Confident and clear communicator and deliverer of presentations
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Ability to deal effectively with challenging and sensitive interpersonal situations
- Commitment to, and actively advances, Yorkshire Cancer Research's core values and strategic direction.
- Knowledge and expertise in GDPR

Desirable Skills and Knowledge

- Qualified to administer Level A and B psychometrics, including MBTI or equivalent
- Recognised coaching qualification

Other requirements

- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once the role is offered and accepted).

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' see below).

Our Values

Values	Behaviours to be demonstrated
DELIVER IMPACT	<p>Drive for results:</p> <p>Searches out target audience intelligence to inform decisions, taking time to understand target audience requirements and insights.</p> <p>Thinks analytically about Key Performance Indicators (KPIs) and how to achieve them.</p> <p>Appropriately delegates responsibility to team members to deliver against goals and KPIs and supports them to achieve their targets.</p>
	<p>Efficiency:</p> <p>Understands the availability of resources, making and following plans to leverage these for best effect.</p> <p>Sets timescales and pushes to make things happen quickly and efficiently.</p>
HAVE INTEGRITY	<p>Honesty and respect:</p> <p>Earns the trust and respect of line reports, colleagues and business contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing suppliers.</p>
	<p>Courage and conviction:</p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
CHAMPION EXPERTISE	<p>Continuous improvement and innovation:</p> <p>Uses data and facts – rather than anecdotes - to influence decision-making.</p> <p>Takes the initiative in identifying and embracing the opportunity for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p>Governance / control:</p> <p>Contributes to the development of new processes and ways of working that address/meet relevant governance and control requirements.</p> <p>Follows the Charity’s ethical code of conduct and ensures suppliers do too.</p>

ONE TEAM	<p>Collaborative:</p> <p>Collaborates cross-functionally to facilitate high levels of organisational alignment.</p> <p>Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.</p>
	<p>Leadership:</p> <p>Is a role model for Yorkshire Cancer Research values.</p> <p>Builds an effective, collaborative team.</p> <p>Provides clear, consistent messages about the direction of Yorkshire Cancer Research.</p> <p>Identifies and addresses team member's development needs.</p> <p>Actively supports change.</p> <p>Encourages and allows people to take responsibility and exercise initiative.</p>

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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