

People Manager

The role

UKGBC is seeking an experienced individual to join our dynamic and friendly team to support the operational management, with a particular focus on HR/ People and working practices. This varied and critical role is cross-departmental and key to ensuring the smooth running of the organisation. Reporting into the Director of Membership & Operations, the person in the role will need to be pro-active, efficient, discrete and able to handle an array of different tasks. This is an exciting time for the built environment sector and for UKGBC. You will be joining UKGBC to support our growing organisation to create positive impact in the built environment. This role is ideal for an individual seeking full flexibility with an option to work remotely with occasional travel to the London office.

Part 1 - Company Overview

UKGBC is an industry-led network with a mission to radically improve the sustainability of the built environment. A charity with over 500 member organisations spanning the entire value chain, we represent the voice of the industry's current and future leaders who are striving for transformational change.

We inspire, challenge and empower our members, helping them to identify and adopt the most sustainable, viable solutions. We also engage our members in advocating a progressive message to government, informing and influencing policy. Our vision is a built environment that enables people and planet to thrive by:

- Mitigating and adapting to climate change
- Eliminating waste and maximising resource efficiency
- Embracing and restoring nature and promoting biodiversity
- Optimizing the health and wellbeing of people
- Creating long-term value for society and improving quality of life

Part 2 Job Description

Job title	People Manager
Department	Finance, People & Operations
Line Manager	Director of Membership & Operations (DMO)
Location	Anywhere in UK, but with requirement to spend agreed amount of time in UKGBC office in London. (Currently fully remote working due to Covid-19).

Purpose of job	Scope of job (dimensions)	
The purpose of this role is the day to day management of human resources and staff wellbeing, including working practices, office management and some internal communications. It's aimed at ensuring that a growing team can deliver maximum impact with minimal administrative effort.	People (eg. headcount)	No direct reports
	Financial (eg. budget)	Some budgetary input with reference
	Other	30 hours per week (split over 4 or 5 days working flexibly) permanent contract

Principal Accountabilities (e.g. key responsibilities and projects)
<ul style="list-style-type: none"> • Design and build processes to enable UKGBC to manage HR and admin matters efficiently and reliably • Support Line Managers and DMO on HR decisions, staff changes and team composition where necessary • Support the DMO with the management update of People policies and procedures, including reward benchmarking, colleague survey, wellbeing and diversity initiatives, green team etc. • Lead the review and update of the UKGBC Staff Handbook and People policies and procedures • Manage staff leave, sickness absence and TOIL, including management approvals, record keeping and liaising with staff directly.

- Provide support to the whole team on HR and people matters, including drafting up contracts and letters for DMO and line managers to review
- Support Leadership Team members by ensuring they have accurate HR information to facilitate high performance for their teams
- Manage and coordinate all HR activities, including recruitment, on-boarding and induction, and driving the process for staff Performance & Development Reviews as well as filing of relevant documentation
- Act as the admin super user for the UKGBC HR platform (BreatheHR) ensuring the system is updated in line with staff changes and amendments
- Support internal communications, liaising with CEO and DMO on team-wide announcements and ensuring regular two-way feedback between Leadership Team, Operations Team, and whole team
- Act as 'culture manager' championing a hybrid flexible working arrangement for UKGBC colleagues – working closely with the Finance Manager to provide high quality technical support and collaborative culture to maximise productivity
- Provide support to DMO across various operational management matters for example business planning & progress tracking, supply chain management, tender and contract preparation
- Responsible for planning and scheduling of regular full team meetings, quarterly & annual away days and other team get-togethers incl socials
- Champion the organisational culture and the UKGBC Values by adopting a solutions-driven, positive and efficient attitude
- Demonstrate agility and flexibility to perform duties that may be outside core accountabilities

Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)

Without reference

- HR & operational administration duties

With reference

- People & Office policy updates
- Employment contracts (FTC and permanent) and supplier contracts
- Business planning and progress tracking processes and timetable

Key competencies

Essential

- 5 years HR or people management experience
- Broad exposure and hands on experience of practical HR work including processes and systems
- Ability to work collaboratively and creatively, using initiative, and as part of a high performing team in order to achieve required outputs.
- Emotional intelligence and a keenness to make other people's lives easier
- A self-starter with independent judgement and work planning, also able to work well as part of a team
- Flexibility and adaptability
- Good attention to detail and accuracy

Desirable

- Sound knowledge of employment law and a practical approach to application in a charity setting
- Recruitment interviewing and selection experience

<ul style="list-style-type: none"> Ability to prioritise and juggle conflicting demands with multiple deadlines 	
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Knowledge, experience and qualifications (<i>minimum requirements for the job</i>)	
Essential	Desirable
<ul style="list-style-type: none"> 5- 7 years' experience working in a small organisation, preferably a charity Competent use of standard MS Office programs including Word, Excel and PowerPoint Experience of administering contracts (employment, secondment and supplier) Knowledge and experience of HR matters and office management Strong management and organisational skills, as well as interpersonal and communication skills Ability to communicate sensitively and with discretion 	<ul style="list-style-type: none"> Experience in the built environment and sustainability Degree educated and CIPD qualification or equivalent. Knowledge of HR systems e.g. BreatheHR Knowledge of employment law and HR best practise Experience of working in the charity/ third sector

Terms & Conditions

Place of Work: Anywhere in UK, option for remote working with occasional travel for key meetings in UKGBC office in London. (Currently fully remote working due to Covid-19).

Hours of work: 30 hours (split over 4 or 5 days)

Holidays: 28 days per annum pro rata, plus 3 days between Christmas & New Year plus public holidays (pro rata).

Salary & benefits: £35-40k pro rata dependent on experience, enhanced pension contribution, Bupa cashback scheme

Start date: As soon as possible

UKGBC is committed to providing equal opportunities to all existing and prospective employees. We aim to be inclusive to everyone regardless of ethnicity, religious beliefs, gender, marital status, age, disability, sexual orientation or political beliefs.

Sounds great?

Apply now by sending hr@ukgbc.org a copy of your CV and a covering email explaining in no more than 250 words why you would be amazing in this role and the earliest date you can start. Applications will be assessed from 19th April onwards.