

Job Description

People Business Advisor



JOB DESCRIPTION	
Job Title	People Business Advisor
Salary	£25,000 - £30,000 per annum
Location	Principality Stadium, Cardiff
Hours of work	Monday – Friday 35 hours per week. Our working hours are generally 9am – 5pm but our approach to hybrid working - ‘Team Tactics’ means you can flex your hours and attendance in the office to support a sustainable work-life balance
Responsible to	People Director
Contractual Status	<ul style="list-style-type: none"> • Permanent, full time • Subject to 6 month probationary period
Role Summary	This role encompasses the full spectrum of people related activity. You will partner with line managers in allocated business areas to identify their needs, giving good quality advice across the full employee life cycle of events. You must be comfortable to roll up your sleeves and get involved in some admin as much as embracing new projects that may fall outside of your comfort zone.
Key Relationships	<ul style="list-style-type: none"> • People Director • Senior People Business Advisor • Payroll & Employee Benefits Manager • Line Managers within particular business areas • WRU Group employees
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Build trusted relationships with your line managers in order to understand their business area needs • Provide excellent advice and consistent support on the full spectrum of employee life cycle activities, everything that you would normally expect in an advisor role • Willing to lead on aspects of the employee lifecycle such as annual pay review, performance reviews, wellbeing activities, policy or benefit reviews and updates • Manage the end-to-end recruitment process for new roles, including the onboarding of new starters • Support the team in developing strong communication and feedback channels through a variety of mechanisms to support employee engagement • Work with others in the team to collate accurate data for payroll to share with our Payroll & Benefits Manager each month. • Be confident with management information, able to analyse data trends in your area of responsibility to report on headcount movement, absence, leaver reasons, amongst others. • Demonstrate a commitment and enthusiasm for inclusion in sport, passionate about raising awareness and seeking opportunities to improve • Work with the team to help shape our annual wellbeing agenda, using your creative and innovative ideas • Using knowledge from your business areas, identify training and development needs for employees and support the wider team in sourcing or developing programmes and workshops • Stay curious and up to date with changes in the people space externally
PERSON SPECIFICATION	
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • This role would suit someone who has previous experience working in a People Advisor position • CIPD Level 5 accreditation (or undergoing) or equivalent work experience • Comfortable using HRIS systems, generating reports and analysing data

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	<ul style="list-style-type: none"> • Personal values that uphold confidentiality, integrity and ethics • Able to build strong trusted relationships with line managers that allow for a support and challenge relationship • Balancing a practical approach to problem solving, whilst maintaining compliance 	
WRU Group Benefits (subject to change)	As a fixed term member of the team, you will be entitled to: <ul style="list-style-type: none"> • 25 days annual leave, plus bank holidays (pro rata) • Pension (5% employee, matched by WRU) • Quarterly wellbeing initiatives • Employee assistance programme • Team Tactics – hybrid working arrangements • Free stadium parking • WRU store and tour discounts • WRU partnership discounts (subject to change) 	
Other	<ul style="list-style-type: none"> • Valid UK driving licence is desirable • Ability to communicate in Welsh would be an advantage although not a requirement 	
Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.