



Job Description

Job Title:	People and Culture Manager
Department:	Corporate Services
Location:	119 Main Street, Ayr, KA8 8BX
Grade:	EVH Grade 8 (PA28-31)
Full Time:	21 hours per week
Reports to:	Head of Performance and Corporate Services

Overall purpose

The postholder is responsible for coordinating, administering, and reporting on various human resource programs, systems, and procedures at Ayrshire Housing.

The role is responsible for delivering and advising on a range of activities including recruitment, selection, training, appraisal and development, and adherence to employment legislation and organisational policies. They will also be responsible for fostering a positive, inclusive, and dynamic workplace environment.

The People and Culture Manager will work with senior staff across Ayrshire Housing to provide advice and support on recruitment, performance management, grievance, and disciplinary and capability issues, as well as other relevant activities. They will also work to build relationships with key internal and external stakeholders such as the Senior Leadership Team (SLT), line managers and external legal advisors, pension providers, trade unions, and training providers.

Principal duties and responsibilities

- Manage and support the operational delivery of Human Resources.
- Working with the Senior Leadership Team to develop, lead and execute a new People and Culture strategy, linked to Ayrshire Housing's overall strategy and objectives.
- To ensure full compliance with employment laws and regulations and recommended best practices.
- Design and develop new HR policies, processes and initiatives.

- To deliver an excellent service on the administration of all HR processes.
- Managing the recruitment and onboarding for new employees.

Key Tasks

- Build effective working relationships with management team colleagues, staff, Board members and stakeholders to achieve the aims of the Business Plan and the People and Culture strategy.
- Provide guidance to line management and oversee all aspects of recruitment selection.
- Provide advice and support to line managers in the management of conduct issues and assist in the identification of appropriate action.
- To maintain and control appropriate HR systems and to ensure the accurate recording and reporting of all HR data and compliance with internal procedures. (e.g. attendance, sickness & general employee performance).
- Liaise effectively with other staff and to offer advice and support, when required.
- Development and rollout of employee training and development programs.
- Develop and roll out of wellbeing and engagement initiatives.
- Reviewing remuneration and reward strategies.
- Promote diversity and equality of opportunity at all times with staff, Board, tenants, residents and other customers.

Performance Management

- Being aware of Ayrshire Housing's overall aims and objectives and contributing to the overall development of a high performing organisation.
- Reviewing, monitoring, and reporting on all HR KPIs for the business and other relevant KPIs for the wider team.
- Identifying any areas of underperformance in HR and taking action to address any issues.

General

- To attend and, where necessary, represent the association at meetings with external organisations and individuals.
- To attend meetings of the Board and any other designated Sub-Committees, as required.
- To contribute to the general development and wider activities of the association, as a member of the staff team and to act, at all times, in the best interests of the association.