

WE'RE HIRING!

PEOPLE & CULTURE ADVISOR

OUR VISION

We're radio people who make a difference

YOUR MISSION

To give everyone who works with Communicorp UK an award-winning career experience. The People and Culture Team do this by ensuring every aspect of employment with us is engaging, inspiring and creative. We are role models for our values and leaders of a top performing culture, giving our people their platform to perform, their canvas to create and the autonomy to do the best work of their lives.

You are a key role within the P&C team and will contribute to our company goals by :

- Controlling our People and Payroll administration processes at all stages of the employee lifecycle from onboarding through to exit, suggesting new and innovative ways of working to ensure we are always fresh thinking and delivering the best service we can.
- Being our HR systems superuser. This means keeping your knowledge and expertise of our IHCM system, Survey software, Rewards platform and LMS fresh and current to keep us up to date and getting the most from our software. This includes creating and analysing people reports and metrics.
- Provide advice and guidance to employees and managers on our People processes and policies, and HR best practice.
- Maintain the People and Manager information areas on SharePoint to keep our guides and policies current, user friendly and aligned with our best employer brand.
- Partner with hiring managers to ensure we follow a smart and efficient process with every vacancy. Sourcing and connecting with talent through our social/industry networks and giving every applicant a positive experience with CCUK.
- Working with the Director of People and P&C Project Manager to deliver key initiatives and grow your role.

YOUR EXPERIENCE

You will need to be smart, bold and engaging and be able to display our company values in everything you do; Bravery, Integrity and Passion. You will be passionate about making a difference to people through your role.

- You will have a minimum 2 years' experience within an HR team at assistant level looking to grow into an Advisor, or at practicing Advisor level.
- CIPD qualified or looking to work towards this
- Sound working knowledge of employment law and HR best practice
- Confident communicator at all levels
- You will be super organised, process driven and can work at a fast pace
- You will have strong analytical skills for all kinds of reporting on employee statistics
- You'll have strong knowledge and confidence using people and payroll software systems, SharePoint and intranet sites.
- You will love working with people and be the most approachable person in our business.
- Experience of resourcing/talent acquisition would be an advantage

YOUR REWARD

- Salary circa £25k
- Up to 30 days holidays
- Pension
- Life assurance
- Mediacash
- Perkbox rewards

Read more about rewards on our website

YOUR LOCATION

You will be based at our head office in Spinningfields, Manchester

YOUR TEAM

You will report to the Director of People.

To apply, please email your CV and cover letter to people@communicorpuk.com

FIND KEEP GROW

