

Job Title:
Reporting to:
Directorate
Direct Reports:

People Policy Advisor
Policy Development & Governance Lead
People & Culture
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Job Band: 4
Team Culture & Inclusion

Job Summary

As a People Policy Advisor you will support the Policy Development & Governance Lead to review, develop and update our suite of people policies to ensure they are progressive, effective and aligned with our culture.

Your primary focus will be on creating and refining supporting resources, such as procedures, toolkits and guidance materials, to ensure they have a people-centered approach that is in line with our ambitions to foster a compassionate, connected, psychologically safe and inclusive culture at St John.

This role requires someone who can proactively stay up to date with changes in employment legislation and best practice in people policies and can translate this knowledge into creating resources that are bespoke to the unique needs of our organisation.

Key Responsibilities

- Collaborate with the Policy Development and Governance Lead and key stakeholders to review, develop and update a suite of people-centered policies and supporting resources that are progressive, effective and aligned with organisational values.
- Ensure all supporting resources are written in a clear, concise and accessible style that is engaging, people-focused and aligned with our approach to people policies, promoting clarity, inclusivity and a positive employee experience
- Identify and develop essential and bespoke supporting documents such as procedures, toolkits and guidance to accompany our policies, ensuring they are fit for purpose and tailored to organisational needs in line with best practice
- Engage proactively with stakeholders across People & Culture and the wider organisation to gather subject matter expertise and ensure all policies, procedures and guidance work effectively for all our people
- Support the coordination of the Policy Approval process to ensure policies are sent to relevant committees with appropriate documentation, in a timely manner, and meeting agreed deadlines
- Champion a people-first approach, ensuring that our policies and supporting documents promote a culture of dignity, respect, inclusion and psychological safety
- Stay up to date with employment law and industry best practice, alongside knowledge of EDI and organisational culture principles to support the development of fair, progressive and inclusive people policies
- Conduct research and benchmarking against other charities and organisations to identify emerging trends, best practices and legal frameworks to inform the development of our policies
- Support the development of communication and implementation plans for new policies, identifying opportunities to increase organisational awareness and ensure all St John people are provided updated information in an easy to understand format
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

Important things you need to know about this job

- *This role is specialised in policy development and has a strong culture and inclusion focus. You'll be part of a forward-thinking, people-first team*

Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C / 4) including Maths & English, minimum 5	✓	
Professional qualification at Level 5 (e.g. CIPD) or equivalent or relevant work experience to match the requirements of the job description		✓
Experience		
Supporting the development and implementation of people policies		✓
Creating accessible, easy to read resources on complex topics	✓	
Monitoring and measuring compliance with legislation and best practice	✓	
Dealing with a broad range of people matters in a HR space	✓	
Managing a challenging workload of competing priorities		✓
Skills, knowledge and abilities		
Proven ability to draft, review and update documents	✓	
Up to date strong knowledge of employment law, EDI principles and best practice	✓	
Excellent attention to detail and organisational skills	✓	
Good interpersonal skills with ability to communicate effectively at all levels		✓
Ability to use Microsoft applications at intermediate level	✓	
Willing and able to exemplify the HEART values	✓	
DBS Requirement	Yes	No
Does the role require a DBS check to be carried out to be successful for the role <i>If 'Yes' what level of DBS check is required for the role? Is it Basic/Enhanced</i> <i>*please refer to the additional information page in reference for hiring manager guidance on DBS checks</i>		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

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