

## Job Description & Personal Specification

<b>Job title</b>	People Manger	<b>Date: March 26</b>
<b>Reports to</b>	Managing Director	
<b>Contract/department</b>	<b>Managing Director</b>	
<b>Location</b>	Cheshire West and Chester (any location as may reasonably be required)	
<b>Tier</b>	T2	

### Job Purpose

The People Manager is responsible for supporting workforce planning, organisational design and the application of people frameworks across Cheshire West Recycling, ensuring the organisation has the capability, capacity and structure required to deliver its operational objectives.

The role operates at a strategic and operational level, working closely with the Managing Director, Operations Director and Senior Managers to translate organisational priorities into practical workforce solutions. This includes organisational design, workforce planning, TUPE, and the implementation of people frameworks that support operational delivery.

The role supports the delivery of organisational priorities set by the Executive Leadership Team and Board, translating these into practical workforce approaches and ensuring they are embedded consistently across the organisation.

The postholder provides professional leadership of employee relations and people casework, ensuring consistent application of policy, strong management practice and appropriate handling of risk across the organisation. The role will actively support the resolution of complex people issues and intervene where required to ensure timely and effective outcomes.

The role acts as the organisation's professional lead on employment law, workforce risk and compliance, ensuring alignment with legislative requirements, including developments in employment law, equal pay and workforce regulation. This includes translating legal requirements into clear, practical and compliant organisational approaches.

The role also supports the delivery of organisational social value objectives through workforce initiatives, including programmes such as care leavers, armed forces engagement and inclusive employment pathways.

Working in close partnership with a small HR team responsible for employee relations casework, recruitment, training and day to day people processes, the role ensures people frameworks and approaches are delivered effectively in practice, with clear governance, accountability and continuous improvement.

### Principal Accountabilities

- **People Strategy and Workforce Planning:** Support the development and delivery of the organisation's people strategy and workforce plans, ensuring alignment with operational priorities, business objectives and future service requirements.

- **Workforce Advice and Support:** Provide expert advice to the Managing Director, Operations Director and Senior Managers on workforce matters, organisational design, TUPE and workforce risk, ensuring decisions are practical, compliant and aligned with business needs.
- **Organisational Design and Change:** Lead the people aspects of organisational change, restructures, TUPE transfers and service transitions, ensuring proposals are robust, compliant and support effective delivery.
- **Operational Workforce Enablement:** Ensure workforce structures, capability and people frameworks enable effective operational delivery, productivity and service resilience across the organisation.
- **Employee Relations and Casework:** Provide professional leadership and active support on employee relations matters, including involvement in complex or high risk cases. Ensure consistent application of policy, legal compliance and appropriate handling of risk across the organisation.
- **Employment Law and Compliance:** Act as the organisation's lead advisor on employment law, including emerging legislation and regulatory change. Ensure risks relating to areas such as equal pay, TUPE and workforce practice are identified, assessed and managed, and translated into practical organisational approaches.
- **Leadership and Culture:** Support the delivery of organisational culture, values and leadership expectations set by the Executive Leadership Team and Board, ensuring they are embedded consistently through management practice, behaviour and workforce frameworks.
- **Performance, Talent and Succession:** Support the development of performance management, talent development and succession planning approaches across key roles, ensuring capability is developed and sustained.
- **Policy and Frameworks:** Develop and maintain people policies, frameworks and standards, ensuring they are legally compliant, practical and consistently applied.
- **Governance and Assurance:** Ensure appropriate governance, reporting and assurance arrangements are in place for people activity, including workforce metrics, risk reporting and compliance with employment legislation.
- **Partnership with HR Delivery:** Work in close partnership with the HR team to ensure people frameworks and approaches are translated into effective operational delivery, with clear roles, responsibilities and accountability.
- **Social Value and Inclusion:** Support the delivery of organisational social value objectives through workforce initiatives, including care leavers, armed forces engagement and inclusive employment pathways, ensuring these are embedded within workforce planning and delivery.
- **Continuous Improvement:** Drive continuous improvement in people systems, processes and ways of working, ensuring they are proportionate, effective and support operational delivery.
- **Adhere to approved policies and procedures:** Ensure work is delivered in line with CMS and ISO standards and take personal responsibility for handling personal and sensitive information in line with legislation and organisational requirements.

## Person Specification

<b>Qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• CIPD Level 7 qualification and Chartered Member of CIPD</li> <li>• Management qualification or equivalent experience</li> <li>• Evidence of Continuous Professional Development</li> <li>• Full UK Driving Licence.</li> </ul>
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<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Significant experience in senior HR leadership, managing both transactional and strategic HR functions</li> <li>• Proven track record of designing, implementing, and embedding transformational change programmes in a complex organisation</li> <li>• Experience in workforce planning strategies, including projections and scenario planning</li> <li>• Demonstrated success in embedding diversity and inclusion initiatives and improving employee engagement</li> <li>• Experience of building positive relations with trade unions</li> <li>• Experience developing talent acquisition and retention strategies</li> <li>• Comprehensive understanding of employment legislation and HR best practices</li> <li>• Strong applied knowledge of workforce data analysis and experience in its use in decision-making</li> <li>• Awareness of trends and innovations in HR service delivery</li> </ul>
<p><b>Skills and Aptitudes</b></p>	<ul style="list-style-type: none"> <li>• Strategic thinker with the ability to translate organisational objectives into actionable HR initiatives.</li> <li>• Exceptional communication and relationship-building skills, able to engage effectively with stakeholders at all levels.</li> <li>• Strong leadership and team management skills, with the ability to motivate and inspire others.</li> <li>• Analytical skills, with the ability to use data to inform strategy and drive improvements.</li> <li>• Awareness of political sensitivity and the ability to manage relationships with key stakeholders, both internal and external.</li> <li>• Strong coaching and mentoring skills, with the ability to empower managers to take ownership of people management practices.</li> <li>• Resilient and adaptable, with a proactive approach to problem-solving and managing change.</li> <li>• Collaborative and approachable, with a commitment to fostering positive relationships.</li> <li>• Innovative and forward-thinking, with a drive for continuous improvement.</li> <li>• Compassionate and empathetic, demonstrating a commitment to inclusive leadership.</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Undertake such work as may be determined from time to time, up to or at a level consistent with the Principal Responsibilities of the job.</li> <li>• Work flexibly across all locations in line with business requirements. Out of hours working will be required.</li> <li>• Reflect Our Values through your actions and behaviours.</li> </ul>