**Role:**  People Advisor

**Directorate:** People & Culture Team

(Corporate Services)

**Location:** Birmingham with travel as required

(Hybrid working supported

by a Smart Working Policy)

**Full or Part Time:** 12 month Fixed Term Contract with

the potential to go permanent

**Company Overview:**

Ardent is the UK’s leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Transport Planners and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992 to provide a 'one stop shop’ for land and property matters for major infrastructure projects, our client portfolio includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland’s net zero agenda, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes for the people who need them most.

We are problem-solvers, can-doers and solution-drivers working collaboratively with our clients to provide proactive and strategic advice to identify and mitigate risks, deliver efficiencies and, ultimately, achieve deliverable consents and build projects that positively impact people’s lives and the world that we live in.

**Purpose of the role**

Delivering a high quality end to end people service to the business with a focus on people operations and the following areas:

* Support the implementation of large scale change initiatives, working with the Senior People Advisor to align with the business's growth objectives.
* Assist People Leaders in delivering day to day people activities, providing guidance to ensure processes run smoothly and achieve positive outcomes.
* Provide relevant advice and support to People Leaders and our people contributing to an engaged and collaborative working environment.
* Build and maintain positive relationships across the business, escalating more complex queries or proposals to the Senior People Advisor.
* Highlight potential issues or considerations within your daily tasks, seeking support as needed.
* Support recruitment activities such as scheduling interviews, attending interviews with People Leaders, and coordinating the onboarding process for new hires, includes issuing of offers and contracts, proactively dealing with any queries.
* Assist with project updates and workstream deliverables under the direction of a People Leader.
* Conduct research and gather data to support team projects or initiatives.
* Use LinkedIn and other platforms to grow your professional network, with guidance.
* Assist in the preparation and analysis of salary benchmarking data, using market insights to support annual salary reviews and ensure competitive compensation practices.
* Support the Senior People Advisor in reviewing internal pay structures, identifying potential discrepancies, and making recommendations to ensure fairness and alignment with market trends.
* Conduct basic research on industry salary benchmarks and compile data for reporting and decision making.

**Technical Knowledge, Skills & Experience Required**

* Ability to deliver clear and concise communication, including contributing to team meetings and presentations under supervision.
* Demonstrate confidence in engaging with colleagues and using platforms like LinkedIn to share updates or participate in discussions.
* Exhibit teamwork by supporting and mentoring junior colleagues or collaborating with peers to uphold company values.
* Show enthusiasm for self-development, including preparing for future leadership responsibilities.
* Demonstrate awareness of professional standards and guidelines, seeking guidance when needed to ensure compliance.
* Actively listen to colleagues or stakeholders and clarify requirements where necessary.
* Uphold and reinforce the company’s Purpose, Vision, and Values in all aspects of your work.
* Contribute to the development and review of people policies, ensuring they are compliant with current legislation and reflect the culture of the business.
* Excellent understanding of employment law and how to apply it in straightforward situations, such as supporting low risk employee relations processes under supervision.
* Stay informed about people related trends and initiatives, bringing relevant suggestions to the Senior People Advisor and wider People & Culture team.
* Demonstrate attention to detail in creating reports, monitoring people data, and assisting with analysis to identify areas for improvement.
* Develop commercial awareness and an understanding of how people initiatives align with business objectives.
* Proactively seek guidance and apply knowledge to resolve straightforward people queries independently when appropriate.
* Familiarity with people systems and software, with a willingness to learn and adapt.
* Ability to manage a varied workload of operational tasks with support, maintaining flexibility in a fast paced environment.
* Strong written and verbal communication skills.
* Confident using Word, Excel, and PowerPoint.

**Desirable:**

* Exposure to training and development processes or a willingness to learn.
* Awareness of learning and development (L&D) practices.
* Ideally CIPD Level 5 qualified (or working towards)
* Experience assisting with recruitment or employee engagement activities.
* Experience of using data analytics software such as PowerBi, Tableau etc

**Key Business Skills:**

**People**

**The role is accountable for the following:**

* Able to demonstrate the ability to collaborate and communicate effectively with colleagues in different departments.
* Demonstrate professional and concise written communication in emails, with attention to detail, having regard to who emails are 'to', 'cc' and when to 'reply all'.
* Able to demonstrate proficiency in coordinating smaller projects or tasks, including planning, resource allocation, and tracking progress. Gaining experience in client interactions, including status updates and project-related discussions.

**Quality**

**The role is accountable for the following:**

* Able to demonstrate ability to solve problems and undertake research using own initiative.
* Proactively demonstrate a thirst for knowledge in relation to relevant technical subjects.
* Demonstrate capability to prepare advice notes for internal review.

**Growth**

**The role is accountable for the following:**

* Able to demonstrate a clear understanding of all of the services that your Directorate offers and how they support clients throughout the project life-cycle.
* Develop ability to speak confidently to colleagues and external stakeholders about the services that each Directorate offers.
* Expand your internal and external professional network through attending events and through regular use of LinkedIn.

**H&S/SV**

**The role is accountable for the following:**

* Able to demonstrate capability of completing a risk assessment for site visits, having regard for different risks and hazards, and identifying potential opportunities to mitigate them.
* Participating in safety training sessions and workshops to enhance knowledge and skills.

**Finance**

**The role is accountable for the following:**

* Able to demonstrate an understanding of basic pricing strategies and factors influencing pricing decisions, including staff costs, on-costs, travel costs and other overheads.

**Behavioural Skills Required (Based on our Values)**

**Thirst for Knowledge** *(We embrace opportunities to learn and improve for personal and professional growth) -* Demonstrate a strong commitment to the development of yourself, and your people, for your role in a growth company and future role. Coach and mentor others (or actively engage with your Coach) to have a deep understanding of their knowledge and experience. Actively supporting with areas of development and career goals, extending beyond a technical remit and actively developing your business knowledge on an on-going basis.

**Own It** *(We do what we say we will. We own our individual actions, are accountable for them and take pride in adding value)* - Act like it matters, take pride and caring about the outcome of people in your team, or who you work with, and your clients objectives.

**Be the Difference** *(Focus energy to make things happen. Be beyond process. Stand up, Stand out)* - Be confident in your decisions and implementing them, taking into account the wider structure and *objectives of the business, working with or alongside peers across the business. Be more than any other competent person in your role.*

**Enjoy the Journey** *(Have fun, be engaged and be proud to be Ardent) -* Translatinggoals and visions of the business into meaningful objectives for your team in a positive and engaging manner (delivering excellence in your own objectives), demonstrating your commitment to Ardent and the wellbeing and development of your team and colleagues. Understand the needs of your people and colleagues to have, purpose/fulfilment, personal growth, engagement, team culture and fair pay.

**Adapt** *(We drive change and innovation to deliver growth and new opportunities in an ever-changing world)* - As a growth company Ardent is all about change. You must be a change maker. Demonstrate ability to drive and/or implement change to enable Ardent to continue to excel. Listen to your team and people you work with to actively search for opportunities to create change. Exhibit a resilient attitude, communicate key information in a clear and engaging way to influence others**.**

*Ardent is an equal opportunities employer that is committed to inclusion and diversity. We positively encourage applications from suitably qualified and eligible candidates regardless of race, colour, religion or belief, age, sexual orientation, gender identity/expression, disability status or other legally protected characteristics.*

With people at the core of our business, we offer employees an unrivalled career opportunity rather than simply a job. In a fast growing organisation, we train, develop and support our staff to grow and achieve their career goals. This is supported by a number of initiatives to look after the wellbeing of our employees whilst allowing employees to work flexibility and maintain a positive work life balance.

We offer an attractive benefits package to include :-

* Hybrid working
* Smart Working Policy
* Medical health plan
* Career progression
* Coaching
* Cycle to Work
* Electric Car Scheme
* Enhanced maternity and paternity pay

For more information, please see our services page on our website at [www.ardent-management.com](http://www.ardent-management.com)

Interested? Get in touch!

Should you be interested in hearing more about the position or wish to send your cv in to [people@ardent-management.com](mailto:people@ardent-management.com) or contact Stuart Thomas [stuartthomas@ardent-management.com](mailto:stuartthomas@ardent-management.com)