

Very successful and progressive company specialising in fit-out and refurbishment of high-end commercial properties is looking for a **People Manager**. This is a new role where you will work with the directors to create and manage their own inhouse school of excellence. Its goal is to guide and influence behaviours in the company, to support talents and develop skills for the benefit of colleagues, clients and consultants. Your role will be to engage with your colleagues at all level of seniority, to identify needs and bring solutions, with or without the support of external companies, as well as mentoring and coaching your fellow co-workers.

Please note as this is a new role and as such will evolve with time.

ROLE:

Taking responsibility for the day to day management of the Academy which will involve:

- Working closely with the senior management team to build strong relationships and cultures throughout the business.
- Engaging with the staff to ensure the values and standards of the business are always visible both internally and externally.
- Monitoring, reviewing and reporting on employee engagement for managers across the business to help understand engagement in their area and areas of focus
- Supporting the design, development and implementation of the company's mentoring/training programmes ensuring it is clearly communicated and inclusive for all colleagues
- Managing the communication and delivery of internal events
- Inputting into strategy, continuous improvements and dealing with employee enquiries and concerns
- Coordinating and contributing to new program initiatives that will be implemented and directly participate in the implementation of these initiatives
- Contributing to the internal communication strategy and promotion of employee engagement initiatives.
- Coordinating and evaluate the effectiveness of engagement initiatives, establishing benchmarks and targets against which future improvements can be made
- Working on management administrative tasks when required

PROFILE:

- Graduate from a good university with a humanities degree
- Excellent communication and interpersonal skills with an ability to manage internal stakeholders
- Experience in developing and implementing an employee engagement strategy
- Proven project management skills
- Experience of working with and influencing senior management, and connecting with employees of all levels
- A high degree of creativity and "out-of-the-box" thinking.



- Experience of facilitating workshops and engagement sessions for colleagues at all levels
- Coordinate and evaluate the effectiveness of engagement initiatives, establishing benchmarks and targets against which future improvements can be made

SALARY:

Between £35k and £50k/pa according to skills and experience