"In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances."

Sir David Attenborough, Fauna & Flora Vice-president
Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

People Department

We employ circa 560 people across 20 jurisdictions, with around 190 employees in the UK, 25 international and 345 national employees working across Africa, Asia-Pacific, Eurasia and the Americas & Caribbean. Our People Team, based in Cambridge, is currently comprised of nine roles. We are entering an exciting period of growth to support our new conservation strategy to 2030, including expanding our People Team.

The Opportunity

In this new role at Fauna & Flora you will be joining a highly supportive and friendly People Team, committed to working together collaboratively to provide a high quality and responsive service to the organisation. Your main focus will be providing senior HR advice in the UK relating to policy, legislation and best practice. You will work alongside the Senior People Partner, People Adviser and wider People Team members to deliver HR support in a collaborative and pragmatic way, working with Line Managers and leadership.

You will lead or support on a range of employee relations issues such as disciplinary, grievance and absence management, as well as being involved in a range of activities including recruitment, job design and evaluation, implementing effective people management strategies and ensuring organisational values, policies and procedures are respected and adhered to across the organisation.

You will have substantial experience in advising and supporting managers at all stages of the employee life cycle and in complex people issues. You will have a thorough understanding of employment law and best practice and their application to a range of employee relations issues. You will be comfortable working with legal advisers on issues of compliance and employee relations and will have a methodical, meticulous and rigorous approach to your work.

Your excellent interpersonal and communication skills will enable you to build positive, productive working relationships with colleagues and a coaching mindset will enable you to constructively challenge managers with a view to improving employee performance and engagement.

If you meet these requirements and are looking for a new challenge we’d love to hear from you. You will be joining an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, Fauna & Flora offers a generous pension contribution, attractive annual leave allowance and life insurance, as well as a flexible hybrid working policy.
Our offices are located in central Cambridge, just a few minutes’ walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Permanent
Probation Period: Six months
Gross Salary Range: circa £47,000 per annum
Location: Fauna & Flora, Cambridge
Current policy offers partial remote working within the UK
Benefits: 25 working days’ annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed
For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months’ continuous employment.
Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work: This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive. Part-time hours would be considered with a minimum of 80% time.

Job Description

Job Title: Senior People Adviser
Reports to: Senior People Partner
Key working relationships: People Team
Purpose:
• To deliver an effective and responsive people advisory service
• To input to the development and implementation of global people projects and initiatives
Main Duties:

People advisory service
- Deliver people solutions to meet Fauna & Flora’s business needs, building and maintaining collaborative and productive relationships with Line Managers and employees
- Advise, guide and support Line Managers on UK people issues and processes, incorporating policy, employment law and best practice considerations and ensuring that risks and options for resolving issues are appropriately considered
- Advise and lead or support UK people processes, e.g. disciplinary, grievance, including investigations, hearings, appeals
- Provide an advisory service to UK employees, including advice on contractual entitlements and people policies and procedures
- Support and mentor People Team members where appropriate in the provision of complex advice
- Advise Line Managers on team structure, recruitment and selection of employees, including role design, in line with policy, employment law and best practice
- Conduct job evaluation assessments, ensuring rigour and consistency in salary setting
- Develop and present people communications and briefings as required
- Deputise for the Senior People Partner as required

Policies, procedures and frameworks
- Work closely with the People Director and other People Team members in developing, implementing and maintaining policies, procedures and frameworks in line with employment law and best practice
- Carry out research to inform policy, procedure and framework development, taking into consideration employment law, best practice and Fauna & Flora’s business need
- Keep up to date with developments in employment law and best practice, knowledge sharing across the team to ensure continuous development and improvement of Fauna & Flora’s People function

Project management
- Work with the wider People Team to deliver people initiatives and projects such as training and development, remuneration and benefits, employee engagement

Other
- Ensure adherence to Data Protection legislation and Fauna & Flora policies and procedures relating to the processing and storing of data
- Support the People Operations Team with employee life cycle processes when required
- Carry out any other reasonable duties that are consistent with the position
## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
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<tr>
<td>• Ability to deal with complex people issues with confidence, clarity and sensitivity</td>
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<td>• Excellent interpersonal skills with ability to communicate and influence effectively at all levels</td>
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<td>• Research and analysis skills</td>
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<td>• Excellent verbal and written communication skills</td>
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<td>• Excellent organisational skills, with methodical, meticulous and rigorous approach to work</td>
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<td>• Ability to balance competing priorities</td>
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<td>• Fluency in written and spoken English</td>
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<tr>
<td><strong>Knowledge and experience</strong></td>
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<td>• Level 5 CIPD qualification or equivalent level work experience</td>
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<tr>
<td>• Thorough knowledge of UK employment law and best practice</td>
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<td>• Expert knowledge of UK employee relations, including substantial experience of dealing with complex ER issues and casework</td>
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<td>• Substantial generalist people advisory experience</td>
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<td>• Proven track record of coaching and developing line managers</td>
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<tr>
<td>• Experience in developing policies and procedures</td>
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<tr>
<td><strong>Behavioural qualities</strong></td>
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<tr>
<td>• Demonstrates Fauna &amp; Flora’s values</td>
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<td>• Responsive, with customer-service focus</td>
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<td>• Establishes trust to build positive, supportive and effective working relationships</td>
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<td>• Self-motivated</td>
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<td>• Excellent team player</td>
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<td>• Coaching mindset</td>
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<td>• Interest in and empathy with Fauna &amp; Flora’s mission</td>
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Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to kimberley.handley@fauna-flora.org.

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘Senior People Adviser’.

The closing date for applications is Sunday 2 July 2023. Interviews are likely to take place during the week commencing 17 July 2023.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity.