



GOODWOOD

The Role

The **People and Development Advisor** will be part of the People and Development Team and report to the People Operations Manager.

About us

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world's leading luxury experience.**”

Our Values

The Real Thing

Always be inspired by Goodwood's heritage

Derring Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things *even* better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

You will guide, support and challenge managers to proactively manage the performance of their people in a timely and fair way. Keeping the people agenda in mind you will provide a flexible support service and respond to the changing needs of the business.

Key responsibilities

Employee Relations

- To ensure people issues are managed professionally, fairly, in a timely manner and within the legal framework
- To support with all disciplinary, grievance, performance improvement plans as required
- Support managers with restructures or redundancy processes
- To maintain and update own knowledge of P&D issues and employment legislation, keeping abreast of changes in legislation and practice, ensuring that knowledge is shared and acted upon.

Recruitment and Selection

- Collaborate with the recruitment manager to ensure the best people are recruited
- Guide, support and challenge managers on their recruitment needs
- Support managers with job descriptions and team structures
- Support managers with interviewing/assessment centres and open days where appropriate

Training and Development

- Work with managers to identify training and development needs for their people
- Collaborate with the training and development manager to identify appropriate training and development interventions in line with the divisional people plans
- Guide and support managers on individual induction plans for their new starters
- Collaborate with the training and development manager to deliver people management workshops
- Support the training and development manager in encouraging training and development attendance

Recognition

- Execute the monthly milestone recognition
- Keep “recognition” on the managers’ agenda and encourage them to seek opportunities to reward people in small ways

Payroll

- Work closely with the administrator to ensure that all Payroll related administration is accurate and provided in line with payroll deadlines
- Maintain a strong working relationship with Payroll and that clear and open communication channels are maintained with appropriate support offered
- Undertake monthly data cleans checks to ensure employee details are always up to date

Salary and Benefits

- Support the recruitment manager to benchmark salaries accordingly and work within the organisation salary bandings
- Support the people operations manager with the administration of the annual bonus process

Performance and Values

- Ensure that our Values and core behaviours are embedded within the business and used effectively through the people performance framework
- Operate a ‘business partner’ relationship with the managers whilst challenging and supporting appropriately
- Coach managers on the people management framework

Qualities you will possess

- Passion for what you do
- Positive and friendly with a “can do attitude”
- Attention to detail
- Ability to prioritise and organise
- Proactive
- Take responsibility for yourself
- Good negotiation and influencing skills
- Excellent communicator
- A sense of fun and energy!
- Excellent relationship builder
- Emotionally resilient and tenacious
- Takes a collaborative approach

What do you need to be successful?

- Experience of working in a generalist HR Advisor role ideally in a Hotel or hospitality environment
- Understanding of the hospitality industry
- Evidence of working in a matrix organisation
- Part or full CIPD qualified

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	2
Communication & Trust	2
Taking Personal Responsibility	2
Encouraging Excellence & Commercial Success	2
Working Together	2