

WHAT'S THE ROLE?

Employee Relations Manager

The Employee Relations Manager is responsible for the effective, consistent and legally sound management of employee relations activity across the organisation. This interim role is also a key project role, leading the implementation of recommendations from the ER audit, strengthening ER practice and helping to build manager capability through practical tools, guidance and training.

The Employee Relations Manager plays a key role in enabling our people managers to lead effectively and compassionately. Through expert guidance and coaching, the postholder supports managers in handling employee relations, performance management and wellbeing, while also leading improvement work across ER policy, process, reporting and recording. Working closely with Learning and Development colleagues, the postholder will help develop practical manager training in areas such as investigations, grievance hearings, disciplinary hearings and appeals. This role is pivotal in strengthening ER practice, fostering a high-performance, inclusive culture and supporting achievement of our organisational strategy and mission to help men live and die well with prostate cancer.

IN THIS ROLE YOU'LL...

Manager Support & Coaching

- Provide timely, practical advice to people managers on general employee issues and concerns.
- Coach and guide managers through employee relations (ER) casework, including disciplinary, grievance and capability processes as well as probation reviews and development plans.
- Provide guidance with difficult or challenging conversations.
- Lead the management of flexible working requests, and other contractual variations.

ER Casework

- Lead project work to implement recommendations from the ER audit, translating findings into practical improvements to policy, process, guidance and ways of working.
- Work with Learning and Development colleagues to design and develop training content for managers, including training on investigations, grievance hearings, disciplinary hearings and appeals.
- Lead the review, writing and updating of ER policies and guidance so they remain clear, practical and aligned with current law, regulation and best practice.
- Help develop and improve the organisation's approach to reporting and recording across ER work, including employee relations casework, performance improvement activity and flexible working requests, so that data is consistent, useful and supports good decision-making.
- Lead complex and high-risk ER casework, including grievances, disciplinary and capability cases, dismissal, redundancy consultation and appeals.

- Make sound decisions on process, escalation and risk, seeking legal input where appropriate.
- Lead on ER day-to-day and act as the final People decision-maker on ER matters within delegated authority.
- Coach and support colleagues involved in ER activity, providing oversight and guidance where needed.
- Be the key escalation point for ER queries across the People team.

ER Governance and Standards

- Set and maintain clear ER standards, templates and guidance to support consistent practice across managers and cases.
- Oversee the quality of ER documentation, reporting and record-keeping to support legal compliance, fairness and good decision-making.
- Identify recurring themes, risks and learning from ER work, and use these insights to inform training, guidance, policy development and continuous improvement.

Wellbeing & Absence Management

- Take a proactive approach to managing sickness absence, ensuring early intervention and appropriate support for colleagues.
- Work collaboratively as a point of contact to support employees taking family-related leave (e.g. maternity, paternity, adoption), helping to ensure their experience is smooth, supportive and well-informed.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

Championing Culture, Performance and Collaboration

- Promote and role model our organisational behaviours and values in line with the code of conduct.
- Champion wellbeing, equity, anti-racism and team collaboration, supporting colleagues and managers through challenge, change and growth.
- Always act as a charity ambassador.
- Work in a way that encourages and embeds a positive, performance-led culture, working with people managers and leaders to achieve excellent results as part of a culture of evidence-based continuous improvement.

AS A MEMBER OF PROSTATE CANCER UK'S MANAGEMENT YOU'LL...

- Role model and promote our behaviours in line with the code of conduct.
- Act as an ambassador for the charity at all times.
- Be an active and dedicated member of the People management team, supporting Heads of teams and collaborating across the department and with the wider organisation.
- Be accountable for the quality of ER work, working with the People services team and people leaders to achieve positive results.
- Coach and develop your team to achieve fantastic results and develop their skills and capabilities.
- Establish a culture of continuous improvement and evidence-based delivery.

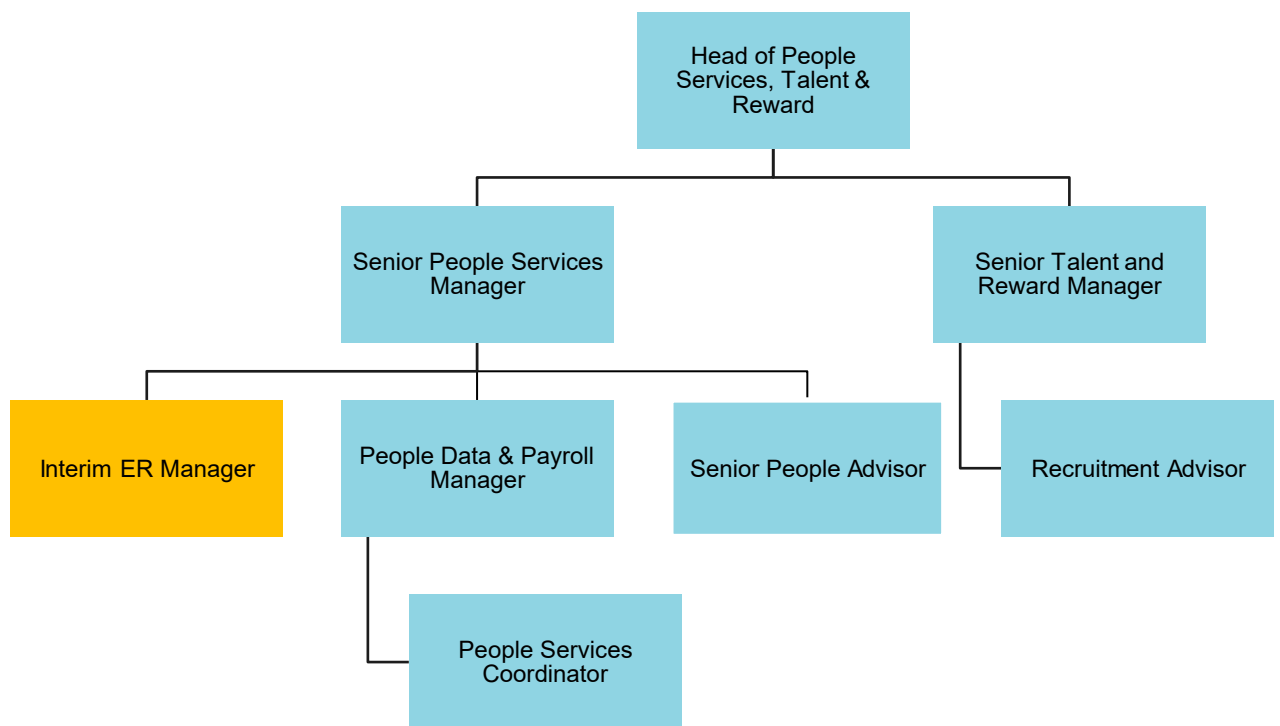
WHO YOU ARE...

- Extensive experience managing a wide range of employee relations casework in a complex and/or fast-paced environment, including grievances, dismissal appeals and investigations involving multiple parties and sensitive issues, with sound judgement on process, risk and fairness.
- Experience of handling complex investigations involving potential discrimination, with the cultural competence to manage issues sensitively and provide appropriate advice to managers hearing the case.
- Experience of writing and updating policies and guidance in line with employment law, regulation and best practice.
- Ability to develop practical training content for managers and work collaboratively with Learning and Development colleagues to build manager capability.
- Ability to improve approaches to ER reporting and record-keeping across casework, including performance improvement and flexible working requests.
- Excellent communication, interpersonal and coaching skills, with the ability to build trust, influence at all levels and explain complex information clearly.
- Acts with discretion, integrity and professionalism, and is committed to fairness, dignity, inclusion and employee wellbeing.
- Collaborative and solutions-focused, with the ability to work effectively across teams and departments.
- CIPD Level 5 qualification, or above, or equivalent experience.
- Strong attention to detail and confidence in handling data and basic calculations.
- Good working knowledge of standard IT packages, including Microsoft Word, Excel and PowerPoint.
- Some experience of supporting wellbeing initiatives and embedding inclusive practices.

YOUR ROLE: THE NUTS AND BOLTS

Your line manager: Senior People Services Manager
Job level: Band 4
Contract: 6-month fixed term contract
Hours: Full time; 37.5 hours per week We're happy to consider requests for flexible and part-time working on hiring.
Location: Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office at least 4 days a month and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

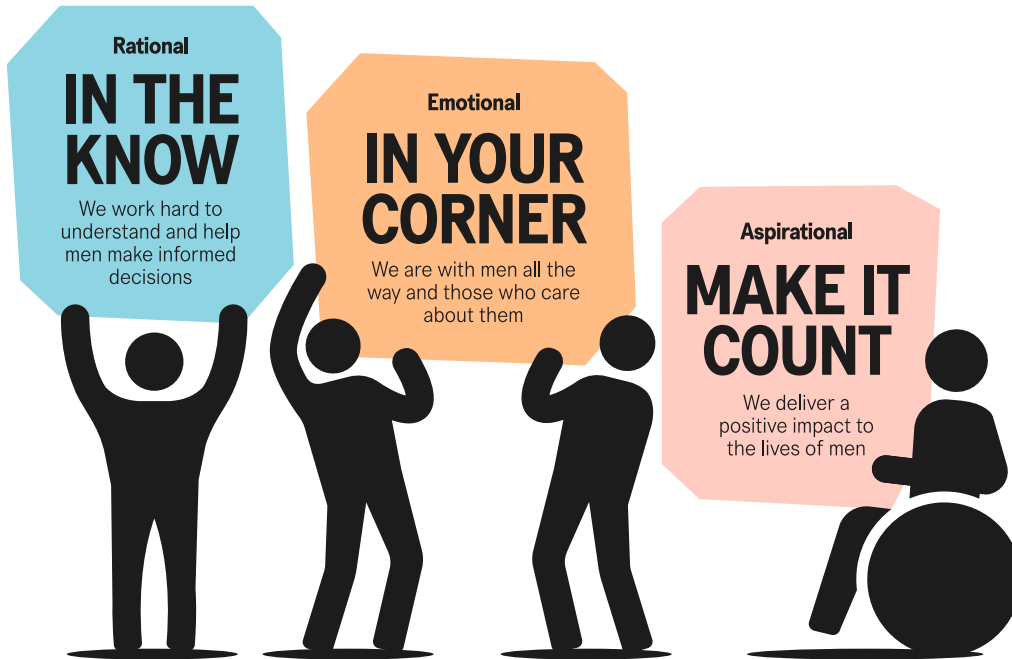


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.	GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.	DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.
NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.	OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.