



Candidate Recruitment Information Pack

People Partner - Onboarding (Temporary, six months)



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About Us

Press play



United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,300 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

We have a new building programme that is worth around **£35m** each year and in the next five years, we intend to build **1,300 more homes**. We are ambitious about how we can help people to live their best lives, working

with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The United Welsh Group also incorporates our subsidiary Celtic Horizons Ltd which, in partnership, looks after all our property services, and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

We are also developing a new social enterprise, Celtic Offsite, that will manufacture low carbon homes and support the local economy to thrive.

With almost **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Us

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing Homes for
United Welsh

**Celtic
Horizons**

Asset
Management

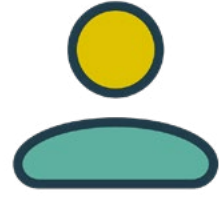
**Celtic
Offsite**

Timber Frame
Factory

The Celtic Horizons Asset Management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



People Partner - Onboarding (Temporary, six months)

Reporting to
People Partner (Head of HR)

Broad purpose of the post

At United Welsh we recognise that people are our most valuable resource and as People Partner you will support the People Team in enabling individuals and teams to fulfil their potential, ensuring that we attract and retain the talent we need to achieve our strategic goals.

Our continued long-term success is dependent on the talent and skills of the people we employ; how we attract, retain and support them, keep them motivated and engaged and provide them opportunities to develop within the organisation is business critical.

To provide professional HR advice to Senior Management Teams, enabling them to achieve their aims and objectives by addressing the people challenges.



Key Accountabilities

- Supporting in the delivery of best in class people services.
- Ensuring that we are legally compliant and support the development of staff as confident and competent people managers with behaviours that consistently underpin our trust based, progressive culture.
- Contributing to the People Team culture, supporting the development of recruitment and onboarding processes and the evolution of the team.
- Identifying and disseminating best practice and promoting a strong vision for a diverse organisation, fully embracing protected characteristics.
- Confident practicing recruitment compliance for annual audit.
- Maintaining our collaborative culture, building the positive and trusting relationships with employees, managers and the Collective Voice Managers that underpin commitment and engagement with the organisation.
- Responsible for planning and implementing inductions and onboarding processes in line with the recruitment panels to ensure new starters have a positive experience.
- Assisting the People Team with continuous improvement in the user experience of our People Services tools (e.g. PeopleHub) and improving efficiency through increased levels of 'self-service'.
- Assist with monitoring EDI data in the recruitment process.
- Participation in project work to identify recruitment process or system improvements or adoption.



Personal Requirements

Essential

- Demonstrate sufficient skill to deliver a professional people service.
- Recruitment experience.
- IT and data management experience including Microsoft.
- Demonstrate that you have managed a variety of situations that require the ability to communicate with people effectively.
- Be able to manage competing priorities.
- An understanding of right to work legislation.

Desirable

- Use an HRIS producing accurate management reports.
- Experience of and ability to input into business strategies, HR challenges and HR plans that can help the business.
- Working with people managers to make sure employees have the skills and resources they need to achieve their objectives.
- Coaching Line Managers through using the recruitment policy and procedure

The Essential Criteria stated within the Personal Requirements will be used for shortlisting purposes. However, all criteria will be considered in the process of making an appointment.

Please note, this role may require a DBS check. This will be conducted as part of the recruitment process for the successful candidate.

Terms and Conditions

Current Salary

Total salary is **£30,630**.

This role is temporary for six months.

Pension Plus

While working at United Welsh you are eligible to join one of our pension schemes. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%.

It is a salary sacrifice scheme, so deductions are taken before tax.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period.
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in '**Can- Do**' days, giving back to the communities where we work
- A half a day's leave under the '**School Starter Scheme**'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

We believe that diversity of experience, perspectives and backgrounds makes United Welsh a better place to work and creates better outcomes for our communities. We don't just see work as something you do; it's somewhere you can belong and reach your potential.

If our values align with yours, we sound like the kind of people you want to work with, and the Role Profile excites you then please apply for this role. We aim to make every stage of our recruitment process inclusive and accessible for all, therefore you can apply in any way that suits you and your needs. Feel free to be as creative as you like and show us the real you.

Please tell us about why you want the role, how you can make a positive contribution to our values and culture and why you believe you are suitable for the opportunity we're offering using the Role Profile to guide you.

Please send any applications to jobs@unitedwelsh.com or deliver them to **FAO The People Team: United Welsh, Y Borth, 13 Beddau Way, Caerphilly, CF83 3AU.**





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