



People & Culture Advisor.

As a People & Culture Advisor, you will be a key contributor to the People department, helping bring our 'Work Beautiful' strategy to life. This dynamic role offers a blend of transactional HR responsibilities and the opportunity to shape employee relations, while supporting the creation of a positive workplace culture.

You will provide efficient and timely support across the entire employee life cycle, ensuring attention to detail in managing HR processes, policies, and data. With your strong organisational skills, you will balance competing priorities, maintain accurate employee records, and generate insightful People reports for the People Partners and wider business.

In addition to handling less complex employee relations matters, you will play an active role in People projects, gaining valuable experience to grow and develop as a People professional.

Responsibilities.

People Queries & Administration:

- Managing the People inbox to address queries from across the business, directing them to other members of the People team as required
- Assist with the day-to-day HR administration, including processing new starter, leaver or changes on the People system and ensuring this data is shared with the Group payroll department in line with agreed timelines.
- Maintain accurate and up-to-date employee records, including personal information, employment status, and performance evaluations.
- Support benefits enrolment, changes, and inquiries from employees.
- Support employee offboarding, conducting exit interviews, and ensuring a smooth departure process.

Employee Relations Support:

- Provide initial support and guidance on employee relations queries working with line managers on welfare and absence meetings or investigations relating to the disciplinary or grievance process.
- Document and track employee relations cases, ensuring they are handled in compliance with company policies and legal requirements.
- Escalate complex employee issues to People Partners to ensure timely resolution.

People Policy and Procedure Implementation:

- Help enforce and communicate the company's people policies and procedures across the organisation to raise awareness and understanding.
- Stay up to date with changes to legislation, proactively addressing where our People policies may need to be refreshed.
- Ensure compliance with employment law and best practices, offering guidance on People policies.

People Projects and Employee Experience:

- Participate in People & Culture projects such as diversity and inclusion initiatives, change programs, and process improvements.
- Contribute to the development of initiatives aimed at enhancing employee engagement, retention, and overall workplace culture.
- Supporting our onboarding process for new employees to provide the best possible experience. Welcoming new employees to the business ensuring understanding of our values and access to benefits, tools and resources.
- Collaborate to identify and celebrate success stories, milestones, and key achievements within the company.

People Data & Insight

- Assist in the preparation of reports on HR metrics, such as turnover, absenteeism, and other key data.
- Assist in maintaining compliance with relevant employment laws and regulations
- Ensure compliance with data protection regulations when handling sensitive employee information.

Training & Development:

- Ensure new joiners are added and leavers are removed from mandatory training modules.
- Support the Learning & Development Manager through coordinating training sessions & tracking attendance.
- Monitor compliance training completions and escalate concerns.



Measures of Success.

- Response time in line with People team SLA's
- Providing monthly People reports within agreed timescales.
- Completing HR administration activity for Payroll in line with agreed timescales.

Connecting with others.

Working independently, you will have regular support and touchpoints with:

- People team
- People managers across the business

Skills & Experience.

- A proactive and solution-oriented mindset, with a passion for delivering a positive employee experience.
- Proven experience in an HR co-ordination or administrative role.
- Knowledge of core HR process and practice, with an awareness of best practice and employment law.
- Strong organisational and time management skills.
- Excellent interpersonal and communication skills, with the ability to build relationships at all levels of the organisation.
- Ability to work independently and as part of a collaborative team.
- Ability to handle sensitive information with confidentiality and professionalism.
- Excellent verbal and written communication skills.
- Proficient in MS Excel, with the ability to analyse data efficiently.
- Confident with MS Word, Outlook and Teams.
- Familiarity with HRIS (Human Resources Information System) ADP & iHCM2 software is a plus.

*A BA in Human Resources, Business Administration or a related field is desirable, a CIPD qualification is an advantage, though not essential.



If you wish to apply, please send your CV to jobs@sandersondesigngroup.com

About Us.

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms.

Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.