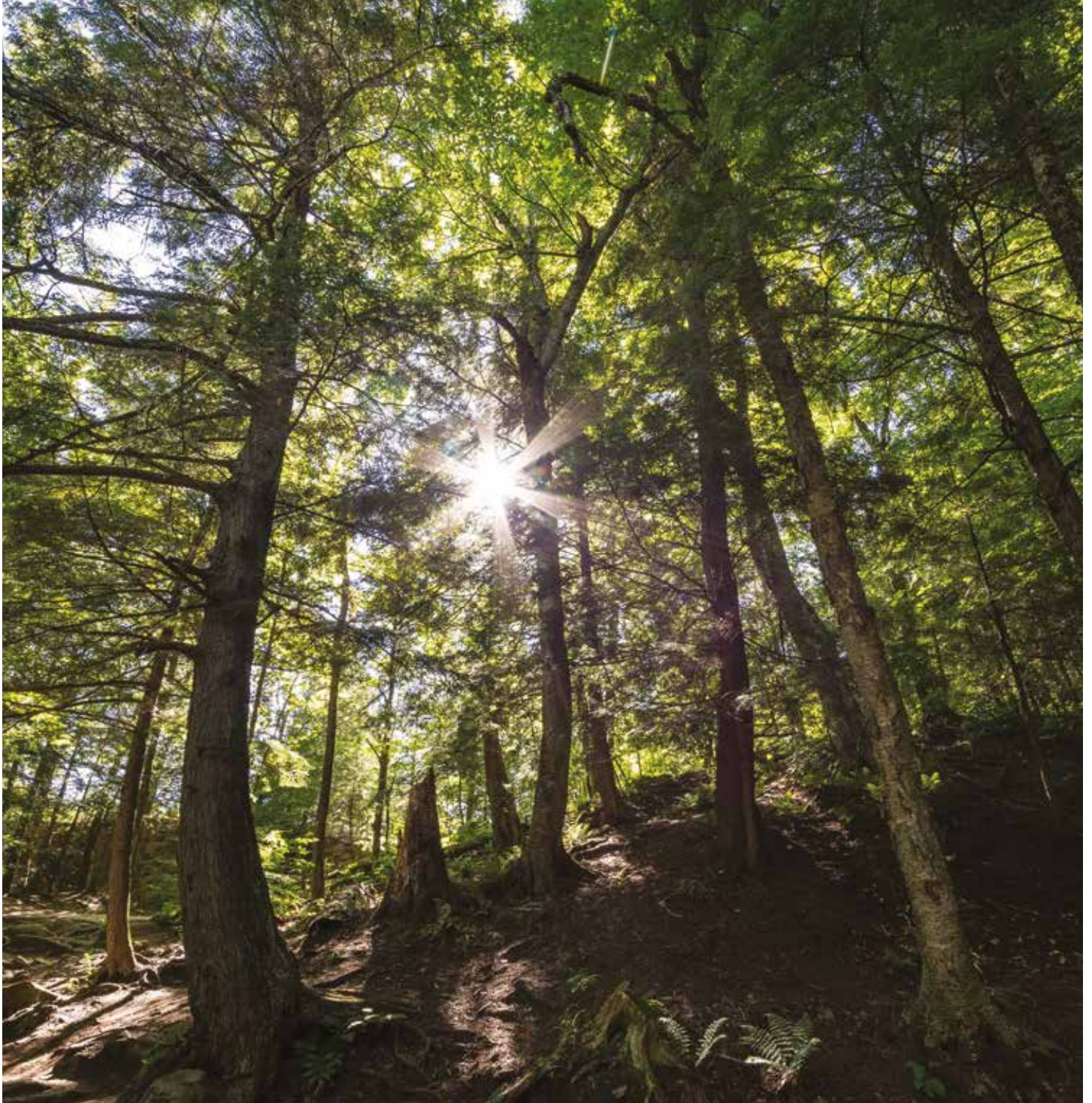




## JOB DESCRIPTION

# PEOPLE AND VALUES ADVISOR



**SAVING SPECIES FROM EXTINCTION | [WWW.DURRELL.ORG](http://WWW.DURRELL.ORG)**

**DURRELL WILDLIFE CONSERVATION TRUST** is a Registered Charity with the Jersey Charity Commissioner, registered charity number. 1  
**DURRELL WILDLIFE CONSERVATION TRUST - UK** is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989  
**REGISTERED COMPANY NUMBER** 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

**PATRON** HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

# INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation.



**A centre of excellence  
in animal husbandry,  
research, training and  
education**



**Training future  
conservation practitioners  
and monitoring and  
evaluating conservation  
science which underpins  
all Durrell activities**



**Conservation action  
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

# OUR VALUES

## PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

## ACCOUNTABLE

We are accountable for our actions. we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

## SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



# JOB PURPOSE

The People and Values Advisor will support the People and Values Team in the delivery of an efficient and effective HR support and advisory service to all departments by providing first line contact on all people related issues consistent with internal processes and legal requirements.

The successful candidate will have proven experience working in a fast paced, high volume generalist role within an environment of continuous improvement and change, excellent computer literacy skills, particularly MS Office products along with excellent attention to detail in the preparation of documentation and data entry.

**PEOPLE AND VALUES  
ADVISOR**

**DEPARTMENT**  
People and Values

**REPORTS TO**  
People and Values Manager

**HOURS**  
Full-time (35 Hours per Week)

**LOCATION**  
Jersey



# PRINCIPAL ACCOUNTABILITIES

## EMPLOYEE RELATIONS (ER) ADVICE AND SUPPORT

- Provide first line generalist HR advice and support on terms and conditions of employment and policies and procedures, up to date employment legislation and best practice guidance, with a view to resolving matters on advice and escalating where appropriate to the People and Values Manager.
- Support the People and Values Manager in the management of all employee relation issues. This includes (but is not limited to) formal and informal disciplinary and grievance cases, long-term and intermittent sickness absence management and any general concerns raised by employees or their managers.

## POLICIES AND PROCEDURES

- Contribute to the review and development of HR policies and procedures in accordance with relevant employment legislation both locally and overseas, as directed by the People and Values Manager.
- Ensure policies and procedures are communicated and available to all employees as part of their induction.
- Ensure any updates to policies and procedures are communicated to employees on a regular basis as directed by the People and Values Manager.
- Update the Dodo Hub with HR communications, as directed by the People and Values Manager.
- Work in accordance with all relevant legislation, policies & procedures, and guidelines – both internal and external.

## RECRUITMENT, INDUCTION AND EMPLOYEE LIFECYCLE

- Provide an efficient, service-oriented recruitment function for all posts, providing functional expertise and support to line managers from job description design through to selection interviews and offer stages. This will include overseeing all recruitment administration with support from the People and Values Administrator.
- With assistance from the People and Values Manager, provide expert professional advice on appropriate terms and conditions of employment for all employees in the UK, Jersey and internationally.
- Support and assist line managers to ensure new employees receive appropriate induction to their role, their team, and the wider organisation.
- Ensure managers are conducting timely probation reviews in line with Durrell procedures; support the managers where necessary.
- Coordinate the communication relating to performance appraisals with all employees and line managers.
- With the assistance of the People and Values Administrator, take ownership of the logging of performance appraisals and identify and record any training /performance improvement needs arising from appraisals to be escalated to the People and Values Manager.
- With the assistance of the People and Values Administrator ensure the logging of all training requests and complete the necessary administration including training budget update logging, course booking and evaluation forms;
- Ensure all terminations of employment are acknowledged and correct leaver procedures are adhered to.
- Support the People and Values Manager in conducting exit interviews with leavers.

## HR SYSTEMS

- Maintain HR systems and processes and liaise with departments and support the People and Values Administrator to ensure that paperwork is completed and returned and provide advice on those processes as required.
  - With the assistance of the People and Values Administrator, ensure comprehensive and accurate personnel records are maintained and that the HR database is always kept up to date.
  - Prepare and deliver management information from HR systems to the People and Values Manager in a timely and accurate way.
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## COMPENSATION AND BENEFITS

- Collate and prepare the monthly payroll submissions and input into Profile Enterprise for checking by People and Values Manager;
  - Prepare all payroll reports for reconciliation and payment processing by the Finance department,
  - Deal with payroll queries both internally and externally.
  - Prepare and submit all statutory submissions relating to social security/national insurance and tax.
  - Prepare and submit the monthly Pension Scheme schedules and ensure associated Income Protection schedules and Life Assurance schedules are accurate and up to date.
  - Ensure new members and leavers are processed on the Global Healthcare and Private Medical Scheme schedules and that member lists are kept up to date.
  - Assist the People and Values Manager in preparing the annual renewals for all benefit schemes.
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## OTHER DUTIES

- Suggest ways to improve efficiencies in the HR team and in processes that fall under the remit of the team;
- Undertake HR project work as directed by the People and Values Manager;
- Willingness to undertake any ad-hoc queries as directed by People and Values Manager or in their absence.

# KNOWLEDGE, SKILL AND ABILITY

## Essential

- Proven experience as a Human Resources/ People Advisor, or similar level role;
- Understanding of relevant employment legislation in areas in which Durrell operate or willingness to learn and gain knowledge of these areas.
- Proven working knowledge of Human Resources and Payroll Software.
- Ability to work on one's own initiative, as well as the confidence and initiative to deal with other people at all levels.
- The ability to develop trusting relationships with relevant stakeholders.
- Excellent interpersonal and communication skills with a friendly and enthusiastic demeanour.
- Strong organisational and administrative skills.
- 'Can do' attitude and willingness to support others.
- IT literate and ability to adapt to new computer programmes or systems as required.
- Flexible approach with ability to remain calm under pressure.
- Understands the importance of confidentiality and data protection practices.

## Desirable

- CIPD (Chartered Institute of Personnel and Development) Level 3 qualification (or working towards);
- HR experience in the charity sector or the commercial sector.
- Understanding of UK and overseas employment legislation.
- HR experience within a multi-jurisdictional organisation.



# TEAM ORGANOGRAM

