

# THE BIG YELLOW SELF STORAGE COMPANY LIMITED

## JOB DESCRIPTION

<b>JOB TITLE:</b>	People Manager
<b>DEPARTMENT:</b>	People and Development
<b>REPORTING TO:</b>	Head of People, Talent and Development
<b>RESPONSIBLE FOR:</b>	People and On-Boarding Administrator
<b>MAIN AIM:</b>	To assist the Head of People, Talent and Development in providing a business focused People service, in line with Company objectives.

### RESPONSIBILITIES:

#### Organisational Development

To work with the Head of People, Talent and Development to agree business priorities and identify people implications and required actions, to support business objectives.

To support Succession Planning across the organisation, identifying gaps and proposing appropriate solutions in accordance with business priorities.

To take responsibility for key projects to develop the function and meet the requirements of the business.

#### People Relations

To work with operational management teams, to understand their goals and ensure that People issues are a priority.

To maintain an up to date knowledge of People issues and current employment legislation.

To provide advice and support to Line Managers and team members on employee relations issues, ensuring a balance between commercial needs and legal obligations.

To advise and coach Line Managers in managing any performance concerns, providing support in line with Company processes.

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To manage any absence and sickness concerns with the relevant Line Manager.

To be involved with regular People and Talent Reviews with Heads of Function and Area Managers.

To review and develop policies and procedures in line with changing legislation and the growth of the Company.

To manage the integration of new employees following business acquisitions, specifically providing guidance and advice as to the implications of TUPE and ensuring that all legislative requirements are complied with.

### **Compensation and Benefits**

To conduct a regular review of benefits within the market place and recommend changes to ensure that the Company reward package remains competitive.

To coach and advise Line Managers to ensure the effective implementation of the reward package across the Company.

To provide support, where required, in the management of the monthly payroll process to ensure the efficient and accurate payment of all employees and to deal with urgent payroll matters in the absence of the People and Payroll Assistant.

To lead and advise the People and Payroll Assistant to manage the Company pension scheme.

To support the preparation and administration of the annual salary review across the business.

To support the Head of People and Development in preparing the annual People budgets and ensure that expenditure is managed within the agreed limits.

### **Wellbeing**

To work with the Head of People, Talent and Development to promote employee Wellbeing within the Company, facilitating physical, mental, social and financial support.

To lead and support the Wellbeing Experts, ensuring that they receive appropriate training to fulfil their role within the business.

To liaise with the Company's occupational health provider in relation to any health concerns for new starters and the management of long-term health conditions / sickness.

## **Engagement and Involvement**

To promote Company culture through influencing Line Managers in the day to day operation of the business.

To seek employee opinions and promote employee involvement throughout the Company, ensuring that the business has effective mechanisms for representation and participation.

To assist the Head of People, Talent and Development in communicating any People feedback / information throughout the Company on a regular basis.

To manage the Viewpoint Engagement Survey for both Stores and Head Office, collating all feedback and ensuring that Managers are focused on addressing the issues raised.

To liaise with the relevant Non-Executive Director in respect of Workforce Engagement to include engagement group discussions and meetings, key project groups, employee feedback, Company engagement surveys and whistleblowing.

## **Inclusivity and Diversity**

To support the Head of People, Talent and Development to develop policies and practices which seek to improve inclusion and diversity within the organisation.

To participate in the Inclusivity and Diversity Committee, taking responsibility for managing new initiatives and supporting and leading other members within the group.

To analyse data to fulfil Company reporting requirements such as the Annual Report and Accounts, Gender Pay and Ethnicity and sustainability reporting.

## **Learning and Development**

To design and deliver training, in relation to employment legislation and policy changes.

To coach and develop Line Managers in relation to People issues, ensuring consistency across the business.

To evaluate the effectiveness of training courses, reviewing and updating course content as appropriate.

## **Team Management**

To manage and develop the performance of the People and On-Boarding Administrator, via regular reviews of objectives, identifying key development needs to support both personal growth and business objectives.

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To support and manage the team in the absence of the Head of People and Development, ensuring regular praise and encouragement to maximise motivation and potential.

To ensure that self and others adhere to Company Data Protection and Information Security policies.

**Personal Development**

To regularly review personal performance and actively seek out opportunities to grow and develop.

To maintain an up to date knowledge of People, Talent and Development systems, practices and initiatives.

To attend supplier updates to keep up to date with operational and system changes.

To attend relevant conferences / seminars / webinars to develop both personal and departmental skills.

I have read, understood and agree with the responsibilities of this position.

Signed: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_