

<b>Role Title:</b>	People Experience Manager
<b>Reports To:</b>	General Manager
<b>Revision:</b>	January 2025
<b>Overall objective</b>	
<p>The People Experience Manager is a hands-on role dedicated to creating and sustaining a positive employee experience across all stages of the employee lifecycle. This role supports the organisation’s people strategy, focusing on engagement, recruitment, retention, recognition, and diversity, equity, and inclusion (DEI). With a generalist approach, the People Experience Manager ensures the organisation’s culture is upheld and that employees feel valued, empowered, and supported.</p>	
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage end-to-end recruitment processes, collaborating with hiring managers to identify talent needs and ensure a seamless candidate experience.</li> <li>• Oversee onboarding programs to ensure new employees integrate successfully into the organisation and manage offboarding to capture valuable feedback.</li> <li>• Coordinate training initiatives, including learning lunches, professional development opportunities, and record and report on relevant accreditations.</li> <li>• Lead wellbeing and DEI initiatives to support the physical, mental, and emotional health of employees, and fostering an inclusive workplace</li> <li>• Administer and report on pulse and engagement surveys to gather actionable insights and collaborate on initiatives that support a people focussed learning culture.</li> <li>• Utilise ELMO HRIS platform to streamline HR processes, maintain accurate records, and ensure compliance with policies and legal requirements.</li> <li>• Support recognition programs to celebrate employee achievements and collaborate with managers to enhance retention and growth strategies.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in a generalist HR or people-focused role.</li> <li>• Strong knowledge of recruitment, onboarding, and engagement best practice.</li> <li>• Familiarity with wellbeing and DEI principles and their application in the workplace.</li> <li>• Experience with HR Information Systems (e.g., ELMO) and reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, with the ability to effectively engage with diverse stakeholders.</li> <li>• Strong organisational and multitasking abilities, with a keen attention to detail and budget management skills.</li> <li>• Experience in fostering a positive workplace culture through cultural and wellbeing initiatives.</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Values driven - Committed to nurturing a people focussed culture.</li> <li>• People Focussed - Demonstrates genuine care for staff well-being and development, fostering a supportive work culture.</li> <li>• Growth Mindset - Seeks and embraces opportunities for development, innovation and improvement.</li> <li>• Engagement &amp; Collaboration Focussed - Connects and inspires collaborative teamwork across Middleton Group, leading a culture of celebration and fostering an environment of engagement and collaboration.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• A relevant degree or 3+ years of relevant experience.</li> </ul>