



Creating great homes together

Role Profile

Position

People Services Manager

Reporting to

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable and collaborative environment.
- The ability to support Magna's future direction.
- Development of your skills and knowledge within a supportive team.
- Opportunities to help facilitate and deliver valued differences to colleagues.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Having an eye for detail and being able to explain complex things in a user-friendly way - a trusted expert.
- Seeking new solutions to enable the possible.
- Being at home with data, analytics and reporting - being able to translate this for others and keep them on track.
- A positive role model for your team and for Magna managers.

What you take care of

- Leading the People Services team to provide high quality customer service and transactions for all day-to-day aspects of the colleague life cycle.
- Ensuring payroll and pension submissions, including statutory reporting, are completed accurately and on time, every time.
- Management and continuous improvement of our benefit schemes.
- Contributing to the ongoing development and upkeep of People systems, documents and procedures.
- Customer coaching to ensure process understanding and completion.
- Data stewardship to ensure data integrity and compliance.

What you need to be successful

- Proven ability to give great customer service and get it right first time.
- An ability to see how things can be done differently.
- Successful team management experience.
- A coaching style to help people to help themselves.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Up to date knowledge and proven use of UK employment, pay and pension legislation - a CIPP or CIPD qualification would be great but not essential.

