



Creating great homes together

Role Profile

Position

Policy and Research Manager

Reporting to

Head of Governance, Legal and Risk

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.

- 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

- To be responsible for policy and procedure document library.
- To develop and review policies, procedures and other documents.
- To undertake research and analysis.
- To ensure project/administrative support is provided to the GLR team.
- To manage legal compliance process

What you take care of

- To be responsible for keeping The Hub accurately up to date for all properly approved changes to Magna's policies, procedures, forms and the like.
- To write a monthly bulletin summarising 'what's new' for policies, procedures and other documents and publish on Yammer.
- To brief relevant managers and heads of service when policies, procedures or other documents that affect them are updated.
- Monitor policy and procedure document library, identify documents that include outdated information or otherwise need review and ensure that they are reviewed/updated.
- Liaise with business owners to discuss policies and procedures which are potentially obsolete with a view to ensuring we have a rationalised portfolio. Once agreed, liaise with the head of GLR for policies or head of service for procedures to request authorisation for deletion.
- To deal with enquiries from colleagues regarding policy and procedure document library, advising all colleagues on navigation and direction to the appropriate place on The Hub.
- To undertake a quality control role, ensuring that documents added to The Hub meet the necessary requirements in terms of our strategy, tone of voice and the 'Magna way'.

What you need to be successful

- The job holder may be asked to carry out other duties which are broadly consistent with those detailed in this Job Profile. The job holder will be expected to comply with all reasonable management requests.
- To make a commitment to deliver excellent customer service and to demonstrate Magna's Purpose – "creating great homes together".
- To comply with and promote Magna's equality and diversity, data protection and health & safety policies and procedures.
- There will be some occasions where the job holder will be expected to attend meetings or respond to emergencies outside normal working hours.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Approved: