

Who are we?

We are the **European** arm of **Asia's largest insurers** which is part of the **MS & AD Group**. You may have heard of Insure the Box, Drive like a girl, Toyota Insurance and Lexus insurance. They are us! We are leading the way for mobility and the digitalisation of our future. We are the catalysts for change. We thrive on innovation and creativity.

There really is no better time to join us!

About the job

We are looking for a **People and Culture Specialist** on a 14 month fixed term contract. You will be providing a best class People Advisory service as well administrative support to people managers across the business.

Just some of the things you will be doing

- Coach and Support people managers through the full spectrum of Employee Relations issues
- Provide administration support across the P&C function focused on creating a brilliant user experience through continuous improvements and modern practices
- Liaise with other business functions and build effective working relationships with to provide a seamless people service.
- Support operational managers through the provision of meaningfully and insightful monthly reporting.
- Be an ambassador for Culture, Employee Engagement, Wellbeing and Equality and Diversity, advising and supporting best practice across the organisation

What we need from you!

- CIPD Level 5 Qualification or equivalent required
- Ability to use data to create meaningful insight in support of operational performance and employee engagement
- Process improvement and organisational skills, with a commitment to building internal and external relationships
- Experience in influencing stakeholders

What we offer in return

We care about our colleagues and their wellbeing and we have been nationally recognised for this. So let us tell you a bit more about what we have to offer. Apart from the competitive salary, we also have fantastic benefits. Focussing on colleague's health, wealth and lifestyle. We like to think our benefits package is one of the best around!

Healthcare cash plan offers money back on everyday health-related expenses

Employee Assistance programme

Flu Jab is offered during the flu season to protect against the unpredictable flu virus

Dr Care anywhere – Virtual GP online service with appointments available 365 days of the year

Pension Advisory Service non-advised surgeries to support in the planning of retirement

Enhanced Family friendly policy

Safe driving scheme offers access to online learning and driving lessons for colleagues and spouses and dependents

Season ticket loan

Cycle scheme - choose a bike, hire it for an agreed time then snap it up for a fraction of the cost

And many more.....

Check out the full job description on our careers site by click on apply now!

Aioi Nissay Dowa Europe is committed to promoting equal opportunities in employment. Employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

