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## People, Culture and Learning Partner - Job Specification

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### Background

PECO has always been a forward-looking family company with a long tradition of innovative thinking. The business started trading in 1946 and is now in its third generation. Since the start, PECO has concentrated its manufacturing skills producing trackwork and accessories for the model railway enthusiast and is now distributed all over the world.

Publishing is another very important aspect of the work undertaken at PECO. Railway Modeller, now in its 73<sup>rd</sup> year continues to be Great Britain's best loved model railway magazine with a monthly audited sales figure of over 32,000, an increase of 5% on the previous year. Continental Modeller is also well established and is now in its 41<sup>st</sup> year. The title is of interest to all enthusiasts who enjoy learning about railways overseas.

Located in a most wonderful coastal part of Devon, PECO has naturally attracted visitors over the years and the site (known as **Pecorama**) has also become one of Devon's top tourist attractions. A Model Railway Exhibition is there to inspire existing enthusiasts and new modellers alike and is set alongside beautiful gardens which are home to the famous 7.25in gauge passenger carrying Beer Heights Light Railway.

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### Summary

Our success is founded on exceptional product and service. Our people are central to that success. We believe that we have an amazing group of highly skilled, knowledgeable, and talented people who are passionate about developing and delivering a high-quality product and experience to our customers. We also recognise that in these VUCA (volatile, uncertain, complex, ambiguous) times with rapidly evolving customer habits and expectations and accelerated technology, it is essential that as a business we keep pace with the speed of change, adapt our ways of working, improve in the areas of diversity, equity, and inclusion, learn, and innovate. We want our people to be the best they can be and to grow and experience a fulfilling world class career with Peco.

Our goal is to build a purpose-led, high trust, innovative, sustainable, high-performance culture. We wish to establish Peco as one of the leading employers internationally in the hobby market and to be a leading employer of choice.

Key to that goal will be building on the excellence which we already have within our organisation to attract and develop diverse talent and engender a high-performance, collaborative, team culture where everyone is learning from each other (and learning fast), underpinned with a commitment to diversity and inclusion, social mobility, and employee well-being through a range of progressive initiatives.

You will have a key role in our journey and how we intend to make the 'train' go faster. As a priority, we will be looking for you to lead us in reshaping and designing our exciting new purpose-led people

strategy and vision for Peco's ambitious, forward-thinking, and sustainable plans for growth and success. It is essential that we engage our people fully in our vision. We will therefore expect you to be the heart of our transformation, partnering with stakeholders across the organisation, building and developing strong relationships and trust at all levels as an integral and valued member of our community.

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### Tasks and Responsibilities:

- Lead the design and implementation of a new people strategy aligned to our business strategy, supporting a new mission and values initiative
- Build relationships across the business and partnering with stakeholders to foster improved collaboration, cohesive working, development, and coaching high performance and championing a community environment
- Review and analyse our current approach to recruitment, diversity and inclusion, onboarding, employee experience, promotion, well-being, social mobility, and sustainability and support us with our commitment to improve in these areas and to develop strategies, solutions, campaigns, and surveys which we can measure and be held accountable to
- Actively engage with the management teams to ensure they become a meaningful part of implementing the People Strategy
- Analyse data and provide reports to the business on key trends, causes and recommendations in relation to our skills gap, high potential, DEI, employee experience and talent
- Contribute to our ambition to design and deliver a best-in-class learning and development programme (including apprentices, University undergraduates), underpinned with people analytics and metrics to track our growth and development
- Monitor and ensure legal compliance in terms of recruitment, promotion, diversity, and the employee lifecycle
- Initially be involved in the day-to-day aspects of people management and potentially build a team to support this ongoing
- Analyse where and how we can be automating more people related administrative tasks e.g. training requests, holiday requests, sickness absence, expenses
- Drive effective internal communications working with the Head of Marketing
- Develop relationships with FE and HE educational establishments

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### Experience & Skills

- You will be at least CIPD Level 5 qualified with an abundance of proven ER generalist, advisory, OD and/or learning and development experience ideally gained in a technology, manufacturing, creative or other fast paced environment
- Proven HRIS experience and able to demonstrate ability to analyse data, create reports and present research and recommendations
- Proven experience of developing and coaching line managers and colleagues
- Demonstrable curiosity, knowledge, and commitment to learning, personal development and technology.

- Knowledge and relevant experience of talent programme
- Knowledge and relevant experience of DEI initiatives

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## Person Skills

- Masterful communicator
- Exceptional listening, rapport-building, analytical, coaching, and organisational skills
- Self-starter and committed team player with an excellent work ethic, ability to establish vision, drive change and deliver results
- Care deeply about people, relationships, learning and culture
- IT literate in Microsoft, Excel and ideally eLearning
- Comfortable challenging conventional thinking and can positively influence stakeholders.
- Ability to see the 'big picture' of how people, culture and learning fit into Peco's overall business strategy and goals

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## Remuneration

To be discussed, but will be related to industry standards for a position of this importance, with a review after 12 months.

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## Working hours

Working hours are generally 9am to 5.30pm, Monday to Thursday and 9.am to 4.15pm on Fridays.

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## Benefits

- PECO operates a subsidised canteen, which provides hot and cold meals (Mon-Fri).
- Free car parking.
- Contributory Pension scheme in existence and staff are invited to join after successfully completing their probation period.
- A staff pass is provided to allow you to visit the attraction of Pecorama.
- Staff are welcome to use the Pecorama grounds during break and lunch times.
- A staff discount is available within our model and gift shop, providing that the goods are for your own use.
- Last, but by no means the least, working in the most beautiful environment and beneficial climate in the UK.

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## Other

- Relocation assistance available – please ask for details
- All positions are entered into on a 6-month trial basis, during which we will meet regularly to discuss your progress.