

# Human Resources Manager



## Job Description and Person Specification

<b>Post Title:</b>	Human Resources Manager
<b>Salary:</b>	£38,000 per annum pro rata, with 8% pension contribution (7% employer, 1% employee) and a wide range of benefits
<b>Duration:</b>	This is a permanent position
<b>Working hours:</b>	21 hours of a 35 hours working week
<b>Location:</b>	Glenrothes and home based
<b>Reporting to:</b>	CEO

### Main Purpose of Post

The HR Manager will oversee the development and implementation of people policies and procedures, ensuring we comply with all employment related laws and regulations. They will support line managers to consistently apply policies and support our people, ensuring a focus on professional development, whilst fostering a positive work culture throughout the charity.

### Main Duties

1. Conduct regular reviews of HR policies and procedures, ensuring our policies and procedures reflect legislative developments and best practice.
2. Advise managers on all people processes including performance management, development plans, and absence management. Act as professional adviser in disciplinary and grievance matters. Ensure effective case management consistent with employment legislation.
3. Develop and implement an internal learning and development plan focusing on consistent training across job roles, staff development and talent management.
4. Develop and support effective delivery of recruitment and induction procedures. Develop and maintain job descriptions and organisational structure charts.
5. Foster a positive work environment through open communication and staff engagement, creating opportunities for the employee voice. Support managers in actions to address any staff concerns.
6. Ensure our employee benefits package is the best we can offer.
7. Support managers to embed health and wellbeing. Oversee calendar of wellbeing initiatives alongside mental health first aiders.
8. Support managers in compliance with health and safety policies and procedures.
9. Support managers to ensure equality, diversity and inclusion is respected.
10. Support managers to ensure effective use of hybrid working and other flexible working arrangements are balanced with service delivery requirements.
11. Work closely with our finance team on any payroll actions or employee changes.
12. Maintain employee records in accordance with data protection and other relevant legislation.
13. Act as trusted advisor to the CEO on all HR matters.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## **Person Specification**

### Essential requirements:

- Previous experience as an HR generalist.
- Proven track record in developing and implementing HR strategies.
- Previous experience in case management.
- Previous experience in fostering positive employee relations, conflict resolution, and conducting employee engagement surveys.
- Ability to understand and apply employment law provisions and statutory guidance in practice.
- Ability to identify and articulate risks and opportunities.
- Sound understanding of performance management, training, compliance, and benefits administration.
- Sound knowledge of employment and health & safety legislation.
- Sound knowledge of equality, diversity and inclusion.
- Experience overseeing the full recruitment lifecycle.
- Strong communication skills including the ability to influence and persuade, both verbally and in writing.
- Excellent standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail);
- Ability to work collaboratively and build effective working relationships. Willingness to learn, work as part of a team and to help others.
- Good people skills and the ability to deal with a wide range of people in a courteous manner.
- Organised and efficient, able to meet deadlines.
- Able to identify opportunities for best value and continuous improvement.
- A personal commitment to equal opportunities and organisation excellence – displays honesty, integrity and a strong sense of ethics in all actions and decisions.

### Desirable requirements:

- Assoc. CIPD membership/CIPD Level 5 qualification, or equivalent.
- Experience of working in the third sector.
- Experience of change management.
- Ability to work in partnership with other organisations and represent FVA.