support in mind scotland
action for people affected by mental illness

JOB DESCRIPTION

Post	HR Project Manager (Fixed Term 12 months)
Responsible to	Finance Manager
Hours of work:	35 hours a week
Salary:	£23,232

PURPOSE OF THE POST

To set up and embed administrative policies and procedures to ensure that SiMS provides a fair, efficient and effective HR and record-keeping function for the whole organisation. This includes working with IT to move from a paper-based to an electronic system.

This is a one-year Fixed Term post to achieve initial set up and testing of new procedures.

KEY OUTCOMES

Recruitment and Staffing

- GDPR-compliant up to date HR policies and procedures in place – including appropriate staff consent documentation
- Fair and clear recruitment procedures are embedded across the whole organisation
- PVG, reference and other checks are detailed and in place for every current and new staff member and volunteer
- All personnel files/learning development and training files are complete and up to date
- Managers have access to information and support to ensure new roles are developed and benchmarked
- The staff handbook is up to date and accessible to all staff and systems for updates and reviews are in place and carried out
- Queries from Managers and staff about HR/Personnel issues are dealt with efficiently – including singposting to the appropriate member of staff as needed

Digital Record-Keeping

- All paper-based records – existing and new – are transferred into Sharepoint through working with the CEO, NMT and our IT provider
- Research systems in order to inform both the board and management of new systems that may be required and implemented if appropriate
- Process required staff guides and online training
- Day to day queries are handled and resolved with IT and colleagues
- The new system/s are in place by end October 2019 for testing and trouble-shooting from November 2019 to February 2020

Administration

- There is day to day support for the general Administrative function in the national office and across the organisation, including overseeing (but not supervising) the work of the Administrative Assistant
- Staff, volunteers, members and visitors calls and visits are dealt with sensitively and professionally

General Outcomes

- The HR PM is part of the team and attends all meetings and training as needed
- There is active participation in support and supervision with the Finance Manager
- All staff must comply with the policies and procedures of SiMS, particularly confidentiality and maintaining professional boundaries

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge	Recognised qualification in HR/Senior Administration or management; or equivalent experience of at least 3 years' in an HR or senior administrative role An excellent understanding of electronic systems and processes	An understanding of mental health issues Project Management qualification
Skills	Ability to manage and communicate complex and sensitive information to a range of internal and external stakeholders Ability to make judgements and problem-solve complex issues and options Highly developed planning and organisation skills Autonomous and able to self-motivate Demonstrates a high level of skill in the use of digital and electronic file structure systems	Delivering training/speaking to groups
Experience	At least 3 years experience in a similar environment Managing projects with minimum supervision Designing and developing systems Multi-tasking in a busy, varied role	Working in the health and social care sector Working directly with vulnerable client groups
Qualities	Professional in approach and attitude Conscientious, and reliable Honest and demonstrates integrity Committed to the values and approach of Support in Mind Scotland	
Other Requirements	Willing to travel throughout Scotland including overnight stays as needed	