



### **HR Business Partner (full time) 12-month Fixed Term Contract**

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the fight against cancer in the broadest possible sense.

We are seeking an experienced HR Business Partner to join our team, based on the Gartnavel Hospital campus in Glasgow. This is a fully generalist HR position covering all elements of the people spectrum supporting our 100 employees that make up Team Beatson.

The successful candidate will have experience of delivering a generalist HR service and have the skills, resilience and capability to succeed. This 12-month fixed term contract is a standalone role, reporting directly to our new CEO, so the ideal candidate will have the confidence and competence to operate at this level, and hit the ground running.

This is a great opportunity for a candidate who is looking to develop their career by taking full responsibility for providing a progressive HR provision to the Charity.

#### **Key Responsibilities:**

- Providing a full generalist HR service to Team Beatson supporting our employees and Line Managers (this includes recruitment, HR policy advice, absence management, performance development, employee engagement, and compensation & benefits)
- Act as the first point of contact for employees in the organisation seeking advice on people related matters
- Provide advice and support for managers on a wide variety of employment matters which may include guiding them through appropriate procedures e.g. sickness absence management, handling of disciplinary and grievance matters, performance management and training initiatives, etc.
- Ensure compliance with relevant HR policies, practices and employment legislation.
- Maintaining HR Systems
- Generating monthly HR report and metrics
- Updating all HR policies and procedures
- Payroll Administration
- Producing HR administration, including maintaining accurate and up-to-date employee records ensuring data complies with current GDPR legislation.

#### **Essential Candidate Criteria:**

- Ideally degree educated and hold a CIPD qualification

- Experience of working as an HR Adviser or HR Business Partner
- Experience of supporting Line Managers to get the best from their people
- Experience of managing full recruitment & selection processes
- Experience of Payroll Administration
- HR Systems experience (ideally TeamSeer and Access HR)
- Strong employee relations skills and knowledge of employment law
- Experience of organisational restructuring and reorganisation
- Excellent oral and written communication skills
- Good organisational, administration and IT skills
- Ability to deal with information in a confidential manner and respond with sensitivity
- Experience of providing accurate HR reports and metrics
- Ability to multi-task with minimal supervision, to plan and manage workload and deliver outcomes and results on time

**Person Specification:**

- Strong interpersonal skills and the ability to build effective working relationships across the organisation
- Personable and articulate
- Confident and competent
- Strong influencing skills
- Self-motivated and willing to take full accountability and responsibility for delivering the HR provision for Team Beatson
- Committed to the vision, mission and ethos of the charity

**Benefits & Terms & Conditions**

- **Salary: DOE**
- **Hours: 5 days a week (35 hours)**
- **Pension: Employee 3%, Employer 7%**
- **Holidays: 40 days per annum (FTE)**
- **Employee Assistance Programme**
- **Death in Service Benefit**
- **Season Ticket Loan**
- **Life Assurance Cover**
- **Cycle to Work Scheme**

**Closing date for applications 16<sup>th</sup> April 2019 at 5pm. Interviews will be held week commencing 22<sup>nd</sup> April 2019.**

To apply please send your CV and a covering letter outlining why you are the ideal candidate for the role and details of your salary expectations to [recruitment@beatsoncancercharity.org](mailto:recruitment@beatsoncancercharity.org)

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

[www.beatsoncancercharity.org](http://www.beatsoncancercharity.org)