

1. Job Description

Job Title	HR and Health & Safety Manager
Responsible to	CEO
Department	HR
Base	Kilmarnock
Hours	37.5
Salary Scale	£40,833 - £49,000

2. Job Purpose

Play a leading role in the strategic and collective work of the management team in support of the chief Executive's role.

Provide a professional, hands on, end-to-end HR service for all employment matters, and overall responsibility for Health and Safety within the organisation.

3. Accountabilities (Duties and Responsibilities)

- Recruitment and motivation of staff; recruit, induct and develop staff according to company policies and current employment laws.
- Work alongside management colleagues to drive initiatives that contribute to the success of the charity's long term operational and HR strategies.
- Contribute to company policymaking, and in particular new HR policies.
- Provide quality advice, guidance and support to staff and managers on HR related issues, providing challenge as well as counsel, across the organisation.
- Undertake investigatory and disciplinary meetings and take action accordingly.
- Record and analyse confidential information, ensuring compliance with Data Protection Acts.
- Oversee the processing of monthly payroll, including new-recruit and leaver requirements.
- Maintain our Living Wage Employer Accreditation Licence
- Oversee the Volunteer Friendly Award policies and processes.
- Review current staff appraisal system and ensure staff appraisals are carried out on a regular basis in line with agreed company policy.
- Ensure Safeguarding and PVG/Disclosure Scotland requirements of the organisation are met.

- Liaise with our contracted employment law specialists as and when necessary, to ensure we comply with employment law.
- Work alongside our contracted employment law specialist to ensure that any employment law updates are reflected in our employee handbook and policies and ensure they are reviewed on a regular basis.
- Ensure sufficient fire marshals are trained, fire evacuation procedures are documented, carried out as required, including that the fire alarms are tested regularly across the organisation.
- Ensure sufficient first aiders are trained, all Health and Safety and Staff Wellbeing policies are in place and any issues are addressed in a timely manner as appropriate.
- Ensure the charity gets value for money in the purchasing of goods and services in your area of remit by controlling costs where appropriate.
- Provide a reporting and monitoring process for the CEO and Board.
- Deputise on occasion for the CEO as may be required.
- Carry out other duties and tasks that ACS might reasonably require.

4. Communications and Relationships

Internal

- Board Trustees
- Chief Executive Officer
- Head of Cancer Support Services
- Head of Income and Communications
- All Staff Members

External

- Ayrshire Cancer Support clients
- Contracted employment law specialist
- Recruitment Agencies
- Disclosure Scotland
- NHS colleagues
- Financial auditors
- Volunteers and volunteer organisations
- Other Third Sector organisations

5. Job Reporting

Board of Trustees
|
Chief Executive Officer
|
HR and H&S Manager

6. Physical and environmental demands of the job

- Sitting for periods of time
- Driving to and from offices
- Using a computer and mobile devices
- Occasional lifting of small items within the office
- Occasional meet and greet / tea or coffee making for clients

7. Knowledge, training, experience and personal qualities required

- HR qualifications; Degree Level in HR Management or equivalent / CIPD Membership Level 5 or above
- Proven HR experience at senior level; 5 years plus
- Current knowledge of HR and Employment Law Legislation
- Current knowledge of Health and Safety Legislation
- Confident, independent, solutions focused, and effective decision maker
- Integrity and good judgement
- Empathy with cancer patients and their families
- Full driving licence and access to a car
- IT and database skills
- Ability to work under pressure
- Ability to work autonomously and as part of a team
- Strong influencing skills
- Excellent written and oral communication skills at all levels
- Highly effective interpersonal skills
- Line management experience
- Project management skills
- Third Sector or volunteer experience desirable but not essential

8. Confidentiality and Data Protection

- The Confidentiality Agreement signed in conjunction with this Agreement will remain in place following the expiry of this, and any subsequent, Agreement.
- Confirmation is given by you that all data will be processed under the relevant provisions of current Data Protection Acts, and any subsequent changes to Data Protection Acts.

9. Health and Safety

- Comply fully regarding the duties or requirements imposed by the relevant Health and Safety legislations to allow those duties or requirements for the organisation to be fully met.
- Take all reasonable care for the health and safety of self and others who may be affected by acts and omissions related to your work.

10. Job Description Agreement

Job Holder's Signature:

Date

Line Manager Signature:

Date

