

Job Description & Person Specification

Post: People and Culture Manager

Salary Banding: Level 6 (£35,560)

The People and Culture Manager believes in the power of people to change the world.

The People and Culture Manager is both a strategic and operational role in a high growth and high impact organisation. They oversee all HR activities within the charity including appointments, induction, compliance, and specialist HR projects. They develop and lead our People and Culture strategy. The role is a leadership role and feeds directly into the national strategic direction of the organisation through being a member of the National Management Group. The role reports directly into the CEO and line manages an Office and Compliance manager who supports the Head of HR in their tasks.

What I do and what I achieve

- I ensure that the HR processes for the organisation are outstanding and facilitate the hiring of high quality talent.
- I create and develop our People and Culture Strategy to ensure the continued development of a values driven high quality work environment. Support In Mind Scotland should be an amazing place to work.
- I lead on HR improvement projects to make sure that Support in Mind Scotland is a leading organisation in the attraction, development and retention of outstanding staff members.
- I support line managers in their line management duties, provide advice and support and develop good line management practice within the organisation.
- I take ownership of HR challenges to ensure we have a high performing organisation that is focussed on supporting to the highest level the people we support.
- I take responsibility for the development of a productive and supportive organisational culture.
- I ensure that Support in Mind Scotland is compliant with national and organisational safeguarding and HR standards.

Who I am

- I am passionate about making a difference to people's lives and facilitating staff to have as great an impact as they can.
- You have a genuine passion for people and you can lead with both business and people in mind.
- You build strong trusting relationships and you believe in the vital importance of equality, diversity and inclusion.
- I have significant experience of delivering an HR function and achieving a high level of service and system improvements.

- I am not fazed by complex HR issues and have experience of offering strategic and operational HR advice and supporting managers to have challenging conversations.
- I have a positive and enthusiastic 'can do' attitude and thrive on working in a dynamic workplace where I understand that everyone needs to be a leader.
- I have experience of administering PVG or Disclosure schemes.
- I have a University degree in HR or in a related field or significant and demonstrable in the workplace experience.
- I am ambitious about what I, my team and the organisation can achieve. I see a challenge as an opportunity to improve and deliver outstanding service and support. I am a changemaker.

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.
- To be friendly, polite and professional to all staff, members of the public and people we support.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.