



Job Description

Job Details

Job Title	HR Adviser
Location:	Hybrid Working – Office (Glenrothes)/Home
Reports to:	CEO
Number in team	Works alongside 3 SDS Advisers

Main Purpose of Job

- ✓ To provide initial and ongoing HR support for individuals employing Personal Assistants under Option 1 – Direct Payment of SDS (Self Directed Support)
- ✓ To facilitate the proactive development of employment best practice for clients of SDS Options Fife

Duties and Responsibilities

- Establishes relationships with new clients becoming Personal Assistant employers
- Provides initial advice and guidance relating to becoming an employer for the first time, including (but not limited to):
 - Agreeing working pattern for new Personal Assistant
 - Calculating pay rates and understanding HMRC requirements
 - Employer requirements relating to insurance, pension and payroll
 - Drawing up terms and conditions for new Personal Assistant
 - Writing job descriptions and adverts to attract the right PA for the individual
- Supports with recruitment of Personal Assistants including shortlisting candidates and attends interview where appropriate



- Provides guidance around induction processes, onboarding of new employees and keeping essential employee records e.g., probation period, timesheet submission, annual leave and absence monitoring etc.
- Develops model, customisable and legally compliant HR templates for client use including employee handbook
- Keeps regular contact with employer and PA following employment, giving ongoing support to help develop positive relationships between employer and employee
- Updating records and database as appropriate, providing reports as required including stats and outcomes based analysis and information
- Advises on varied range of HR matters e.g., changes to terms and conditions, annual leave calculations, maternity/paternity leave etc.
- Supports individuals through challenging employment matters such as disciplinary, grievance and dismissal
- Develops and delivers group training to client group to provide and enhance knowledge of employment best practice
- Demonstrates proactive approach to developing and implementing new and innovative ways to support client group
- Contributes flexibly to the wider work of the team to enhance client support and the work of DPHS/SDS Project

Person Specification	
Qualifications	<ul style="list-style-type: none">• A relevant higher education qualification, relevant professional qualification and/or a track record of continuous professional development
Relevant Experience	<ul style="list-style-type: none">• Extensive experience in Human Resource management with an excellent working knowledge of employment legislation and best practice• Familiarity with key HR policies and procedures and their practical application• Delivery of HR related training and practical workshops



Skills and Abilities	<ul style="list-style-type: none">• Skilled in developing effective relationships with a wide range of stakeholders• Highly developed active listening and questioning skills• Confident communicator with the ability to adjust style to suit the needs of individual clients• A flexible, client-centred approach with the ability to deal appropriately with sensitive issues• Well organised and efficient – able to manage own workload and respond to client enquiries in a timely manner
Personal Attributes	<ul style="list-style-type: none">• Empathic and inclusive, possibly with direct experience of working/living with people with disabilities• Authentic and approachable, displaying honesty and integrity in all actions and decisions• Driving licence and access to own vehicle as travel to client’s homes is required
Other Information	<ul style="list-style-type: none">• The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of DPHS/SDS Project• It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review