



The Richmond Fellowship  
Scotland

## **JOB DESCRIPTION**

<b>Post:</b>	Head of Human Resources
<b>Location:</b>	Head Office in Steps, travel throughout Scotland required with home or office options available
<b>Salary</b>	£52,647 per annum
<b>Hours:</b>	35 hours per week, however flexibility may be required in accordance with the organisational requirements.
<b>Annual Leave:</b>	37 days
<b>Reports To:</b>	Executive Director for HR

### **Post Summary**

The purpose of the role is:

1. To ensure that the HR Department delivers a cost effective and professional HR Service to The Richmond Fellowship Scotland.
2. Lead and develop all aspects of the HR Department including providing an HR strategy on workforce related matters and key organisational priorities ensuring an engaged workforce.
3. Work in close partnership to provide strategic advice and guidance to the Chief Executive, Directorate, Senior Management Team and Operational Managers.
4. Act in a senior advisory capacity ensuring the organisation operates in keeping with employment law and good practice.
5. Overall responsibility for ensuring development of HR related policies and procedures and working with the HR team and operational managers to ensure compliance.

### **KEY RESPONSIBILITIES**

#### **• Management of HR Department**

- Manage the HR team, ensuring that the diverse range of tasks and priorities are met and are in conjunction with the Corporate Plan and Strategy.
- Supervision, appraisal and development of the HR team, ensuring that all of the team supervision and appraisals are carried out and within timescales.
- Ownership of departmental objectives, targets and Key Performance Indicators, in line with organisational needs. Ongoing reporting on progress and achievements and resolution of workflow issues.
- Ensure high standard of service delivery by meeting agreed KPIs.
- Development and maintenance of the organisation's Strategic Workforce Plan.

- **HR Support to Management and staff**
  - Work in close partnership with the Chief Executive and Directorate to provide strategic advice and guidance on HR matters.
  - Deliver high level reports to the Chief Executive, Directorate and Senior Management Team on HR issues affecting the organisation, providing facts, guidance and recommendations.
  - Participation in a variety of management meetings, including but not limited to Senior Management Team Meetings and National Operational Management meetings.
  - To act as an escalation point for general HR advice, providing guidance and support to all management and employees on HR queries on such matters relating to the interpretation of HR policies and procedures, terms and conditions of employment, contracts of employment, consultation, TUPE, disciplinary and grievance matters.
  - Establish close working relationships with the Senior Management Team.
  - Advise and support managers to efficiently manage sickness and absence to achieve compliance with operational targets.
  - Advise and assist managers and the HR team to progress complex or escalated issues.
  - Prepare draft responses and collate documentation and provide support in Employment Tribunal claims and attend as required.
  - Become involved in senior level recruitment and participate on selection panels as necessary.
  - Employee Forum secretary, responsible for meetings, train members and co-ordinate nominations and ballots as required.
  - Lead the organisations Investors in People programme.
  
- **Policy and Process Development**
  - Take responsibility for the development, implementation and delivery of HR policies, procedures and guidelines, in line with legislation.
  - Monitor and audit the implementation of HR policies and procedures.
  - Assist and advise all managers in the change management process.
  - Undertake any other projects or special assignments that may from time to time be required.
  
- **Financial Responsibilities**
  - Budget holder for the HR Department, responsible for signing invoices relating to advertising, Disclosure, Occupational Health, HR Training, offsite storage, legal advice etc.
  - Develop cost effective contracts with external agencies for procurement purposes, i.e. Solicitors, Occupational Health Services etc, and to monitor any such contracts.
  
- **Qualifications & Experience**
  - Experience of managing a busy HR Department for a large organisation.
  - A strategic decision-maker, acting innovatively while exercising judgement.
  - Ability to communicate, negotiate and influence at all levels.
  - CIPD qualified (chartered member) or relevant equivalent experience.

*This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.*

*Dependent upon organisational needs, you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal Employees Secondment and Transfer Policy, a copy of which is available on the Intranet.*



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**COMPETENCY AND PERSON SPECIFICATION FRAMEWORK  
HEAD OF HUMAN RESOURCES**

	<b>Essential</b>	<b>Desirable</b>
<b>Work Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive experience of advising upon and managing change</li> <li>• At least 5 years' experience of providing a comprehensive generalist HR advisory service</li> <li>• Experience of developing and implementing HR policies and procedures</li> <li>• Up to date knowledge of employment legislation</li> <li>• Experience of Employment Tribunals and complex employment law matters</li> <li>• Knowledge of software including Word Processing, Excel, PowerPoint, MS Outlook</li> <li>• Experience of advising and managing Transfers of Undertakings under TUPE</li> <li>• Managing budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the Public or Voluntary Sector</li> <li>• Experience of devising and implementing training and development programmes</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree educated</li> <li>• Chartered Member of the CIPD</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered Fellow of the CIPD</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to establish a wide approach to HR Management which meets the needs of the organisation</li> <li>• Confident manner in dealing with a wide range of people</li> <li>• Excellent verbal and written communication skills</li> <li>• High level of interpersonal / influencing skills</li> <li>• Good analytical / problem solving skills</li> <li>• Ability to prioritise and work under pressure</li> <li>• Ability to work remotely and on own initiative</li> </ul>	

<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Sound value base</li> <li>• Demonstrate understanding and commitment to equal opportunities</li> <li>• Ability to work flexibly including out of hours work and overnight stays</li> <li>• Commitment to corporate working with Directorate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of individuals with a disability (in either working or personal circumstances)</li> </ul>
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**I understand and agree to work to the terms as indicated on this job description**

Name (Print) ..... Dated .....

Signature .....

**Please return a copy of your signed job description for your personnel file**