

# Human Resources Lead

**Hours:** 35 hours per week  
**Salary:** £31.5k – £35k depending on experience  
**Location:** Glasgow  
**Directorate:** Operations  
**Reports To:** Director of Operations  
**Direct Reports:** n/a

## Role Purpose

We are looking for a passionate and dynamic Human Resources Lead to join our Operations function as HR Advisor. MND Scotland is in a period of rapid growth and change. Having just celebrated our 40th anniversary, with a new CEO and Executive Leadership Team in place and a new 3-year strategy and brand launched during the summer, this is an incredibly exciting time to join us.

Reporting to the Director of Operations our HR Lead is a new role, created to reflect the importance of an engaged and committed staff team and a culture of inclusion, respect and collaboration.

This Senior Management Team role will provide comprehensive strategic HR advice and support to the CEO and Executive Leadership team whilst also end-to-end generalist HR support to the wider staff team and working as a trusted partner to develop people plans and procedures aligned to our values.

## Key Responsibilities and Accountabilities

Key responsibilities of HR Lead role will include:

- Provide support and advice in all areas of HR for the organisation. Responsible for delivering end-to-end generalist HR support including recruitment, new starters and leavers processes, payroll & pensions, employee engagement, disciplinary and grievance processes, performance management, and learning & development.
- Manage complex employee relations or people issues as a member of the joint consultation and negotiation committee. Provide professional HR expertise and advice to ensure risk is assessed and judgement is applied, and informed decisions are made.
- Lead review of current salary banding, job titles and pay and rewards schemes.
- Review, refine and drive the employee appraisals, ensuring employees receive regular feedback and have opportunities for progression.
- Conduct training needs analysis to develop an L&D budget and plan to support business growth and set the people up to succeed.

- Deputise for the Director of Operations as required.

## Essential Skills and Experience

With proven experience working in a Human Resources Lead / Advisor role and with demonstrable experience of working alongside a recognised union. You will be able to demonstrate the following throughout the recruitment process:

- Administration of employee records, including systems for recording employees' information, as well as providing management information and reports
- Recruitment, selection (ensuring staffing levels do not exceed budget or authorised levels) and induction
- Performance appraisals, staff training and development planning, including sourcing, delivery, recording and evaluation of training where required
- Absence management, disciplinary and grievance; directly undertaking complex HR casework
- Review and update HR policies, procedures, and systems to ensure efficient and consistent services which are compliant with good management practice and legislation, and meet the changing needs of the organisation
- Ensure the timely and accurate provision of HR advice and support to managers on policies, procedures, and practices to ensure adherence to contractual arrangements, legal compliance, good employment practice and consistency of approach
- Ensure that effective HR governance is in place for management information and data security.
- Well-developed and broad ranging HR experience with experience of operating at both a strategic and operational level.
- Up-to-date knowledge of employment legislation and best practice and able to apply this to complex employee relations situations, analyse issues, assess risk, and use judgement to come up with workable solutions.
- Highly effective interpersonal and influencing skills – the courage to challenge whilst remaining collaborative and build trusted working relationships with people at all levels throughout the organisation.
- Working knowledge of GDPR rules and regulations.
- CIPD qualified.

## Desirable Skills and Experience

- Knowledge or experience of MND.
- Experience of working within the voluntary sector.
- Experience of working alongside union with collective bargaining unit.
- Stand-alone HR management experience would be advantageous.

## Essential Competencies

- An understanding of and commitment to the cause and vision of MND Scotland and to ensuring our supporter and stakeholders experience and needs help inform our activities.
- Open and skilled communicator with the ability to build trust and rapport quickly.
- Collaborative in working approach with all.
- Values and encourages diversity.
- Focuses on delivery and quality.
- Excellent time management skills: ability to work to tight deadlines, prioritise own workload and direct the work of others.
- Integrity and approachability.
- Ability to work accurately under pressure to busy schedules.
- Working knowledge of Word, Excel, PowerPoint, and Outlook.

## Personal Attributes

If you are someone who works well under pressure, who can manage an often varied and time-sensitive workload whilst acting with diplomacy and tact and who believes in our vision of a world without motor neuron disease (MND), then we would love to hear from you. Together we will make time count.

To apply please send your CV, covering letter and equal opportunities form to [recruitment@mndscotland.org.uk](mailto:recruitment@mndscotland.org.uk).

The closing date for applications is Wednesday 9 November.

Interviews will take place week commencing 14 November.