

# Role Profile

<b>Job title</b>	People and Resources Manager
<b>Reporting to</b>	Chief Executive Officer ( Interim)
<b>Has reporting</b>	Executive Support Officer
<b>Starting Salary</b>	£33185 per annum( based on Full Time)
<b>Duration</b>	Permanent, full time, 35 hours per week
<b>Location</b>	Findhorn, home working

## Trees for life - Context

The Trees for Life vision is of a revitalised wild forest in the Scottish Highlands, providing space for wildlife to flourish and communities to thrive.

The Trees for Life mission is to rewild the Scottish Highlands by enabling the restoration of the globally unique Caledonian Forest which once covered much of Scotland. Integral to our success is the involvement of people.

## Our values

Our values are at the core of our mission to rewild the Scottish Highlands, informing decisions large and small from the day-to-day running of our office to major conservation projects. We have shared these values so that our supporters, volunteers and partners can gain a deeper understanding of what drives Trees for Life.

## We are groundbreaking

We are an ambitious charity with a big mission. For over 25 years we have sought to bring innovation to conservation, and we continue to strive for new and ground-breaking ways to rewild the Scottish Highlands.

## We are collaborative

We are an open, friendly and cooperative organisation. We welcome and encourage collaborative working with other organisations, landowners and the wider community. We believe we can always achieve more through teamwork.

## We are pragmatic

We seek prudent, sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. Seeking a pragmatic approach safeguards our organisation and the work we undertake.

## Overall Purpose of the Job

This wide-ranging position is a pivot point in monitoring and ensuring the smooth running of a number of Trees for Life's internal processes and ways of working. Development of policies and procedures relating to Human Resources is a focal point of the job, whilst overseeing the implementation of health and safety procedures is a further area of responsibility. The role leads on all people processes, ensuring that staff have the right tools to do their jobs and the skills and support to be effective.

## Key Liaisons

The key focal points for liaison are the Senior Managers' Operations Team, the Finance Team, governance team and all employees across both sites and operations.

Externally, the role will liaise with contractors, HR consultants and L&D providers, alongside Local Authorities, Living Wage Foundation and the HSE.

## Scope, Accountability and Resources

- The organisational HR lead, providing professional support and assistance to the Senior Management Team and staff on Trees for Life's policies and procedures and any other HR related queries.
- Is the overall lead on Health and Safety procedures at Trees for Life.
- Participate as a member of the Operations team.
- Ensure compliance with data protection legislation and all H&S regulations.
- Monitor training, staff and development budgets across the organisation
- Ensure policies and procedures relating to volunteering are for purpose and are implemented by the wider team.
- Ensure our values are embedded across Trees for Life employee internal documents.
- Ensure the right conditions to develop talent and potential for all employees
- Assist strategically to shape the future of Trees for Life to achieve its objectives.
- Effectively manage the relevant HR budgets and resources.

The role will be accountable for:

- Effective performance of your team, as measured by delivery against the annual operating plan
- Overall budget of your team
- Ensuring work is delivered in line with our values
- Effective communication within and between teams
- Leading the recruitment function, delivering changes to employer branding and overseeing the process from job design to onboarding.
- Developing internal capacities for management to get the best from our people.

## Key responsibilities

### Management:

- Supporting and enabling your team so they are motivated, productive and achieving their objectives
- Ensuring compliance with organisational processes and the law
- Facilitating good working relationships within your team and those across the organisation
- Demonstrating and enabling open, two-way, cross-team communication and feedback
- Facilitating communication within your team

- Responsible for the day to day line management of the Executive Support Officer to the CEO.
- You will have responsibility for applying a flexible, adaptive style of management, responding to situations and employee needs

### **Leadership:**

- You will model good leadership behaviours:
- You will inspire, influence and motivate people within your team and more widely
- Demonstrate clarity of vision, empathy and inspiration towards common goals
- Communicate clearly and effectively
- Inspire the team towards shared goals and Trees for Life's values and objectives

### **Human Resources**

- Develop Tfl's HR policies and procedures, in conjunction with the Chief Executive, and oversee the implementation of these across the organisation.
- HR administration including maintaining personnel files, contracts, salaries, annual leave and sickness/ absence records.
- Review and maintain Tfl policies and procedures, updating the Staff Handbook as required.
- Establish, maintain and support good practice in recruitment, from advertising through to the effective induction of new staff.
- Responsible for ensuring that Exit Interviews are performed and carried out in line with best practice.
- Maintain an overview of staff training and development, contributing to the establishment of an overarching organisational skills development plan.
- Responsible for providing digital and written resources to all line and senior managers that can be easily interpreted
- Develop and improve talent frameworks for performance management and employee development.
- Responsible for providing accurate payroll information to the Finance team and managing employee enquiries relating to pay and pensions.
- Responsible for collating and analysing HR data to provide solutions.
- Act as mediator between parties in dispute and resolve grievances accordingly.
- Putting together Team News and Benefits by collating contributions, writing content and issuing to all staff.

### **Volunteering**

- Ensure policies relating to volunteering are up to date and legally compliant.
- Develop procedures to ensure volunteers are registered, trained, supported and reviewed by the staff the supervise them.
- Ensure staff are fully aware of volunteering procedures and have the training and resources they need to implement them.
- Ensure and review implementation of our volunteering system, including taking feedback from volunteers.

### **Health and Safety**

- Maintain an overview of Tfl's Health and Safety System, monitoring progress with updating our Safety Arrangements and their associated actions.

- Provide advice, training and support to staff tasked with implementing parts of the H&S System.
- Ensure TfL maintains a clear record of how the H&S System is developed, implemented and complied with appropriate standards.
- Ensure TfL reviews all components of the H&S System at appropriate intervals and that records of these reviews are kept.
- Ensure that H&S culture is adapted and implemented across the organisation as a staple agenda item.
- Hold primary responsibility for the organisation's health and safety requirements (e.g. implementing recommendations from inspections/ reviews, ensuring fire safety information displayed, first aid kits available and up to date etc.).
- Provide quarterly reports to the Board on Health and Safety and Organisational Development.

## **Organisation Development**

- Responsible for reporting appropriate key performance indicators to aid organisational decision making, including but not limited to, staff engagement, turnover and absence.
- Responsible for developing and leading staff initiatives to improve engagement and wellbeing in the organisation.
- Develop organisational culture programmes and implementation across all sites.
- Develop learning and training programmes for all staff.
- Any other duties as required by the line manager, commensurate with the grade and level of responsibility of this post, for which the postholder has had the necessary experience and/ or training.

## **Person Specification**

Overall the postholder needs to be a very capable, confident individual, with excellent organisation, planning and time management skills who will bring professionalism, approachability and confidentiality to this role. The People and Resources Manager will be a skilled communicator with strong negotiating, coaching and influencing skills, who enjoys working with people and taking ownership for achieving business and personal objectives.

## **Knowledge & Expertise**

- Hold CIPD accreditation or equivalent HR qualification, with technical abilities.
- Previous experience in a similar level HR role, covering all aspects.
- Working knowledge of HR best practice and employment law.
- Working knowledge and experience of best practice with H&S Management
- Knowledge of data protection requirements and awareness of personal data security.
- Knowledge of Trees for Life's work (to be able to describe/ explain it to members of the public/ supporters) and good knowledge of staff responsibilities etc.
- Computer literate with good working knowledge of Microsoft Office, HR Management Systems and Database's.
- Practical experience of managing teams and individuals (a variety of roles, levels)
- Proven record of managing high performing teams
- Ability to demonstrate how they have achieved goals, tracked progress

## **Skills & Competencies**

You will be expected to:

- Be an empathetic leader, influencing and motivating your team.
- Communicate clearly within and between teams
- Be able to ensure standards, expectations and compliance of staff are maintained and consistent
- skilled in bringing diverse individuals together to form an effective and mutually supportive team
- Ability to connect strategy, tactical and operational and delegate with sense of autonomy
- Review performance and provide feedback – with an ability to give constructive criticism
- Able to make clear decisions and be accountable for them
- Assertive and able to say 'no' when required
- Presentation skills- need to present to different audiences (ex. Direct reports, Board, clients)
- Participative management style demonstrating high levels of trust and understanding
- Strong interpersonal skills to deal with sensitive situations with staff and stakeholders.
- Ability to explain HR and Health and Safety policies and procedures to a range of audiences.
- Good written and verbal communication skills, with an adaptable and confident style.
- Ability to problem solve by understanding organisational processes and interpreting these for specific cases or identifying the need to review policies and procedures.
- Ability to be resourceful and to work on your own initiative, prioritising and changing work schedules as needed.
- Able to work under pressure and to strict deadlines.
- Works to a high standard with strong attention to detail.
- IT skills across a wide range of common office applications such as Excel, Office, Slack and Skype.

## **Experience**

- Experience working in HR, preferably within the third sector.
- Health and Safety experience and or training.
- Supporting senior management teams with HR administration.
- Dealing with conflict and change between teams.
- Proven experience in delivering effective change.

## **Personal Attributes**

- Tactful, approachable, discreet and diplomatic.
- Respectful of confidentiality and behave professionally.
- Ability to influence and persuade others, demonstrating leadership skills.
- Ability to establish and maintain a rapport with a range of audiences.
- Ability to remain impartial and stand own ground.
- Commitment to TfL's ethos and values and able to model those by collaborative working.
- Celebrates the success of others and seeks to develop areas of improvement also.
- Empathetic and supportive
- Authentic - honest, straightforward and trustworthy
- Goal orientated with a clarity of vision
- Inspirational, creative, innovative, fun, fair, consistent,
- A good communicator, listening skills
- Able to solve problems
- Recognises the contribution of others, collaborative

## **Working conditions/ Special demands**

- Some flexibility in terms of hours, plus some occasional out of hours working.
- Ability to work remotely from home in a hybrid approach.

- Full driving license with car access to work from different Trees for Life offices as and when required.
- Be able to work in open office environment/hot desk
- Be flexible to business needs - occasional out of hours working
- Attend training for skills not already acquired
- Working between different locations and remote areas