



Craighalbert Centre
Enabling Children to Achieve

Craighalbert Centre

The Scottish Centre for Children with Motor Impairments

"Unlock multiple rewards with a fulfilling career - it's a job that feeds both head and heart."

ROLE PROFILE

Position:	HR & OD Advisor
Salary:	£31,000 - £38,000 DOE
Working Hours:	37 hours per week. <i>We would be happy to consider reduced hours and adjusted working patterns if required.</i>
Annual Leave:	55 days per year (11 Weeks)
Closing Date:	20 August 2023

HR & OD Advisor – Job Profile

Reporting Line: Head of Corporate Services

Working Hours: 37 hours per week (1.0 FTE)

Working Pattern: Monday – Thursday 8:30 am – 4:30 pm, Friday 8:30 am – 4:00 pm
(Reduced Hours and Hybrid Working may be possible subject to mutual agreement by the business and Candidate)

Salary: £31,000 – £38,000 DOE.

Contract Type: Permanent

The Scottish Centre for Children with Motor Impairments' (SCCMI) purpose is to work with families and partners to deliver integrated learning, therapy and care for children affected by motor impairments in Scotland - supporting children to achieve their potential and fulfil their ambitions. The post holder will make a significant and sustained contribution towards the achievement of the organisation's ambition of establishing itself as a Centre of Excellence across Scotland in the provision of integrated learning, care and therapy for children and young people with motor impairments.

Purpose of the Post

We have an exciting opportunity within our HR function, following the current postholder moving on to a promoted post. Reporting to the Head of Corporate Services and supporting the Chief Executive and Centre Leadership Team, the HR & OD Advisor will play a critical role in supporting the SCCMI's Human Resource and Organisational Development functions. You will work closely with management and employees to provide expert advice, guidance, and support on various HR and OD matters, fostering a positive work culture, and driving employee engagement and development.

This is an excellent opportunity for an experienced HR and OD professional to make a significant impact on our organisation's success. We are a small team and are looking for an experienced generalist HR professional who is comfortable working within a stand-alone role (with administrative support) who can support the Centre with a full range of HR services. The role requires a strong understanding of HR policies, procedures, and best practice, as well as a passion for promoting a dynamic and inclusive working environment.

Pay and Leave and Other Conditions of Service

Pay & Pension:

The salary range for the post is £31,000 - £38,000 dependent on experience.

The post holder has the option to join or remain in the Strathclyde Pension Fund Scheme, which is part of the Local Government Pension Scheme (LGPS) in Scotland. The LGPS is one of the primary public service pension schemes in the country. While the LGPS regulations are overseen by the Scottish Public Pensions Agency, its day-to-day administration is handled by the Strathclyde Pension Fund.

The LGPS is widely regarded as one of the most favourable pension schemes available, offering the following benefits:

- A pension that is adjusted annually to keep pace with inflation.
- Upon retirement, a pension will be provided to your spouse or partner in the event of your death.
- You have the option to exchange a portion of your pension for a tax-free lump sum.
- In the unfortunate event of death while in service, a tax-free lump sum, equal to three times your pay, will be provided as a death in service protection.
- In the event of your death while in service, a pension will be granted to your surviving spouse or partner.

Annual Leave:

The leave year runs from April 1st to 31st March. The post holder will benefit from 55 days of annual leave (pro-rata for part-time staff). 40 of these days are fixed as set holidays within the Craighalbert School year, with 15 flexible annual leave days.

Working Hours and Pattern:

The contractual working hours for the post are 37 hours per week.

The bulk of Centre activities are currently provided Monday to Friday, 8.30 am to 4:30pm, term time and it is expected that the vast majority of the post holder's working hours and working pattern would be directed to support these activities. In addition, some working out with these hours at the evenings and weekends will be expected. Exact levels are difficult to determine and will vary depending on the operational requirements of the Centre.

Flexible Working:

We would be happy to consider reduced hours and an adjusted working pattern if required.

Selection Arrangements:

Arrangements for the recruitment process are detailed below.

Applications:

Applicants should submit a detailed CV by email to Kirsty@craighalbert.org.uk together with a supporting statement of no more than 600 words outlining how their knowledge, experience and attributes enable them to fulfil the responsibilities of this post. Details of 2 referees are required, one of whom requires to be the current or most recent employer. Referees will not be contacted until a formal offer of employment is made.

Interview:

The Interview will be held on the week commencing 28 August 2023 and will include a short presentation and 45-minute panel interview.

Start Date:

ASAP - by negotiation.

HR & OD Advisor - Responsibilities and Duties

Responsibility and Accountability:

Reporting to the Head of Corporate Services, and supporting the Chief Executive and Centre Leadership Team, the postholder will provide a generalist service to support managers and employees across the Centre in the implementation and execution of HR policies and procedures and OD services.

The HR & OD Advisor is responsible for the coordination of all HR and OD functions including:

Employee Lifecycle

- Recruitment, Selection & Onboarding; working closely with the hiring manager to coordinate the recruitment and selection process including drafting job adverts, shortlisting, interviewing candidates, drafting offers, onboarding, and employee inductions.
- Offboarding; managing the full offboarding process checklist including conducting exit interviews and working closely with the Finance Administrator to ensure final payroll calculations are accurate.

Employee Relations

- To act as the primary point of contact for Centre staff, providing advice and interpretation of the Centre's HR policies and procedures.
- Employee Relations Casework; providing proactive HR advice and support to managers with potential and ongoing casework in line with best practice and employment law including investigation, disciplinary, grievance, absence, performance, and capability issues.
- Maternity, Parental, Adoption Leave & Flexible Working Requests; working closely with managers and employees to manage statutory employee leave requests in line with relevant legislation, policies, and procedures.

HR Information System (HRIS) and Records Maintenance

- HRIS Administration; responsible for managing and maintaining the HRIS, and that employee records and sensitive information is up to date and stored securely in staff files.
- Vendor Administration; act as the primary point of contact for our Employee Assistance Programme, Occupational Health provider etc. to ensure the smooth operation of services.
- KPI Reporting; running monthly reports on HR metrics that help the Centre Leadership Team drive informed decision-making.
- Service Provision; drafting, reviewing, and implementing HR policies and procedures that will assist the SCCMI to remain legally compliant and achieve its business objectives.
- HR Calendar: responsible for general HR housekeeping tasks throughout the calendar year (assigning annual holiday allowances, regulatory body checks, mandatory training records audits etc.)

- Management and updating of training and development records.

Organisational Development

- Working with the Centre Leadership Team to develop and implement strategic plans that align with the SCCMI's vision and objectives, providing insights and recommendations to optimise performance and achieve long-term goals.
- Supporting the Centre Leadership Team in evaluating the SCCMI's structure, processes, and culture to pinpoint opportunities for enhancement and change. This will involve leading on various initiatives, steering the Centre through transitions, and promoting a positive embrace for change.
- Supporting workforce management and talent management strategies, attracting and retaining top talent, developing succession plans, and creating a diverse and inclusive workplace.
- Enhancing employee engagement and performance through a range of initiatives. This will include pulse surveys, development and management of an employee forum, employee wellbeing activities, performance management programmes, and recognition strategies alongside internal communications.
- Driving a positive work culture to support employee satisfaction and productivity.
- Analysis of data to identify challenges, assess the impact of organisational strategies, and provide evidence-based insights to drive decision-making.

Professional Development

- Be responsible for identifying your own training requirements in relation to the role and proactively seek ways to improve your own knowledge and skills.
- Participate fully in personal and professional development activities, both in-house and those delivered by external agencies/trainers.

Other Duties

- Be willing to work flexibly and attend meetings out with normal hours when required.
- Undertake any other duties which may include additional projects associated with the SCCMI's work as determined by the Chief Executive.

HR & OD Advisor - Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications & Knowledge	Ideal candidates will be CIPD Level 5-7 qualified, however, those who are qualified by their experience will also be of interest.	Educated to degree level or equivalent or work experience demonstrating this level of ability.	Application
Experience	<p>Has experience in providing senior management with advice on human resources.</p> <p>3 years' experience of working within a HR or OD function.</p> <p>3 years' experience of providing advice and support on HR policies/ procedures.</p> <p>Experience of writing and implementing HR policies and procedures.</p> <p>Experience in Organisational activities.</p>	Experience of working in the third/ charity sector.	Application / Interview
Knowledge, Skills & Abilities	<p>Up to date knowledge of employment legislation and HR best practice and its application through HR policies and procedures.</p> <p>Strong organisational skills, managing a varied workload with the ability to prioritise tasks that are time critical.</p> <p>Cross-departmental collaboration and the ability to work in partnership e.g.</p>	Experience of using Breathe HR (HRIS).	Application / Interview

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
	<p>HR/ Payroll processes run efficiently.</p> <p>Ability to deal with difficult and sensitive situations in a diplomatic manner using professional judgement.</p> <p>Good analytical and problem-solving skills.</p> <p>Understands the importance of strict confidentiality and GDPR compliance.</p> <p>Ability to work within a standalone remit; self-motivated and comfortable working autonomously to deliver objectives with limited supervision.</p> <p>I.T. literate.</p>		
Professional Development	Evidence of continuous professional development.		Application / Interview
Personal Qualities	<p>Act as a role model of the SCCMI's values and able to exercise exemplary levels of discretion.</p> <p>Pragmatic.</p> <p>Solutions focused.</p> <p>Resilient.</p> <p>Highly motivated and reliable.</p> <p>Ability and willingness to work collaboratively with other staff as part of a team.</p>		Application / Interview

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
	Commitment to the vision of the SCCMI.		
Relationships & Communication	<p>Personable, approachable, and engaging with strong communication skills, both verbal and written.</p> <p>Ability to build relationships with employees at all levels throughout the SCCMI, alongside external stakeholders including Centre users and visitors, job applicants, regulatory bodies, vendors etc.</p>	Experience in communicating with children, parents, and other professionals.	Application / Interview
Ethos	Contribute fully to an ethos that values children, parents, staff, and community.		Application / Interview
Whole Centre Involvement	Commitment to improving outcomes for children and a willingness to participate in department and whole centre improvement activities.	Evidence of participation in organisational improvement programmes.	Application / Interview