



HR Officer

Job Description

Location: Edinburgh

Salary: £30,961 rising to £32,000 in April 2024

Salary Band: 5.3

Contract: 35 Hours per week / Full-Time / Permanent

Directorate: Operations

Reports To: Director of Operations

Change Mental Health is a leading national mental health charity providing unique support to people with severe and enduring mental ill health. With over 50 years' experience across Scotland, we believe people affected by poor mental health and illness deserve the highest quality of support in the community and that every person has the right to be valued and to share in the opportunities, challenges, and joys of everyday life.

The HR Officer will be responsible for providing an efficient and effective HR operational service across the Charity. Reporting to the Director of Operations, and working with a large amount of autonomy, this is a hands-on role across all HR functions including recruitment, onboarding, training, health and wellbeing of staff, as well as providing guidance and support to line managers and senior staff.

The ideal candidate should hold a CIPD Level 5 qualification, or equivalent level of experience, and have a good working knowledge of employment legislation and best practice. Previous experience in an operational HR advisory capacity is also required. As part of your role, you will be supporting our teams based across Scotland through a range of disciplines. This is a varied role where you will be able to make a real difference.

As the HR Officer, you should be able to multitask and have an excellent eye for detail. You will develop innovative ideas and solutions to streamline and improve operational processes. Also, you will have impeccable organisation and communication skills.

Key Responsibilities:

- Deliver high-quality, easy-to-engage HR services that are fair, and reflect our values, with easy to follow policies and procedures that are well observed across the organisation
- Providing advice and support to managers on all aspects of employee relations and the implementation of policies and procedures
- To provide support on any other areas of HR systems and processes when required by the Director of Operations. This may include conducting investigations, supporting disciplinary and grievance hearings
- Assisting in the development and maintenance of HR policies, procedures, and processes, responding to changes in employment law and legislation
- Ensure that effective policies are in place for the management and processing of DBS checks, including risk assessments
- Support the Director of Operations in leading on HR improvement projects to ensure Change Mental Health is a sector leader in the attraction, development, and retention of outstanding staff members



- Additional duties and projects as required by the Director of Operations

Essential Criteria:

- CIPD Level 5 or above or suitable relevant experience
- Proven working experience in a HR generalist role, working across the full range of HR functions
- Demonstrable knowledge of current HR best practice and employment legislation
- Strong interpersonal and team working skills with the ability to support people at all levels in a sensitive and professional manner
- Able to analyse data and information to produce clear reports on trends, patterns, and other observations
- Able to manage business and employee information with confidentiality, discretion, and sensitivity
- First rate communication skills both spoken and written; able to relate to and work alongside colleagues at all levels in the organisation, with the ability to explain technical issues to non-HR colleagues, reinforce difficult messaging when needed, and to support managers
- Ability to embed EDI across all areas of HR operations
- Skilled IT user with excellent working knowledge of Microsoft Office packages
- Kind, transparent, and principled leadership, with the ability to build the trust of managers and staff
- Committed to the values of Change Mental Health

Desirable Criteria:

- Demonstrable understanding and empathy towards mental health problems
- Experience of advising, coaching, and challenging senior staff when needed in the appropriate forum
- Experience of change management

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Change Mental Health as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.



Benefits:

- 24/7 access to an award-winning Employee Assistance Programme providing free legal, financial, and medical advice as well as support with life's challenges
- A 35-hour working week, enhanced sick pay & season ticket loan
- A great work life balance with flexible and blended working environment
- Blue Light Discount Card
- Cycle to Work Scheme
- Enhanced sick pay and leave entitlements
- Generous 37 days' holiday
- Paid Mental Wellbeing Days
- Professional development including funded opportunities

Please note, the salary has been set at the upper limit of our salary band for this role.