The Health and Social Care Alliance Scotland

Job Description

Job title Human Resources Officer

Reporting to Senior Human Resources Officer

Purpose of role

To manage the human resource functions of the ALLIANCE supporting management and staff to be effective in their roles by providing high quality advice and undertaking specialist and generalist HR tasks as required and appropriate to the role.

Key accountabilities

* Chief Officer – Operations
* Accountabilities also include a responsibility to undertake any other duties relevant to the job as requested by the Chief Officers
* Colleagues

**Key tasks and responsibilities**

**HR**

* Keep up to date with equality and employment law and interpret and advise on these
* Ensure that all organisational policies and procedures comply with current employment legislation
* Support the implementation and monitoring of HR processes including recruitment, contract variations, performance management, payroll, pensions, maternity/paternity/shared parental leave and flexible working requests
* Advise line managers on how to implement policy
* Support Senior HR Officer in handling complaints, disciplinaries and grievances
* Support preparation of HR reports for management
* Identify learning and development needs of staff and recommend appropriate solutions
* Arrange employee support services such as Employee Assistance programme
* Maintain confidential employee records with knowledge of GDPR regulations
* Ensure accurate staff records are kept, including sick leave, annual leave, training records, personnel files and electronic records
* Promote equality and diversity
* Any other reasonable duty

**Other**

* Must work as a competent member of the corporate services team and be willing to provide support to and cover for co-workers appropriate and actively support group goals
* Support corporate services team with facilities duties as reasonably required

**Data Protection**

In line with national legislation, and organisational policy, you will ensure that all data is processed in a fair, lawful and transparent way, for the specific registered purpose and will not allow data to be disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

**Terms and Conditions**

The post is full time and based in Glasgow. Some evening and weekend work, occasional overnight stays and travel throughout Scotland will be required.

Person Specification

**Essential**

* Good current knowledge of employment law
* Ability to deal with all aspects of HR function within an organisation
* Experience of full resourcing lifecycle including onboarding and induction process
* Ability to form and maintain effective working relationships with colleagues, third parties and others
* Able to streamline and improve operational processes
* Enthusiastic and self-motivated
* Excellent oral and written communication skills
* Proficient in IT, using Microsoft 365 and BreatheHR, with an understanding of the importance in providing accurate management information on these systems

**Desirable**

* CIPD qualified
* Previous experience of working in a similar sized organisation
* Industrial relations experience