

Human Resources Adviser Job Role Profile & Person Specification

KEY RESPONSIBILITIES:

1. Employee Relations

- Address employee concerns and grievances promptly and professionally with a focus on resolution at the lowest level.
- Facilitate conflict resolution and promote a positive, equalities driven work environment.
- Advise and support Senior Management, line managers and colleagues on HR related issues.

2. HR Policies and Procedures

- Develop, update, and effectively implement HR policies and procedures in compliance with UK employment legislation.
- Ensure all employees are aware of Organisational policies, assisting line managers with taking appropriate action where there is a lack of adherence or compliance.
- Monitor and evaluate the efficiency and appropriateness of HR policies and procedures and recommend amendment as required to ensure they continue to meet the needs of both the Organisation and employees.

3. Recruitment and Selection

- Manage the full recruitment cycle, including advertising, candidate screening, taking part in interviews, and onboarding, ensuring compliance with the relevant legislation at all stages.
- Develop and implement effective recruitment strategies to attract and retain top talent.

4. Training and Development

- Identify training needs and coordinate training programmes and other development interventions to enhance employee skills and performance.
- Support CPD, career development initiatives and succession planning.

5. Performance Management

- Assist in the development and implementation of effective performance appraisal systems ensuring the focus is on outcomes and that the administration supports that focus.
- Monitor and evaluate the appraisal process, providing feedback and support to address any issues identified.

6. HR Administration

- In conjunction with line managers, ensure the Organisation's absence management procedures are correctly applied, providing support to line managers as required.
- Maintain accurate and up-to-date employee records in accordance with data protection legislation.
- Prepare HR reports and metrics as required by the Board including appropriate regular reports for management review to assist in decision-making.
- Assist in monthly payroll-related duties, including processing the pay run as required in the absence of the Finance Manager.
- Provide support in relation to the data/information required to complete payroll on a monthly basis reporting any employee changes which affect payroll.

7. In recognition of the value placed on volunteering within Early Years Scotland, encourage volunteers to be involved in the work of the Organisation.

8. Maintain an up to date professional knowledge along with maintaining up to date working knowledge of Early Years policy developments, priorities and practice at Organisational, local and national level as it relates to the role.

9. Undertake any other duties as reasonably required to support the Organisation.

PERSON SPECIFICATION

Qualifications:

- Relevant professional qualification in Human Resources or a related field.

Skills:

- Proven track record as an HR Adviser or in a similar role
- Good knowledge of HR best practice and UK employment legislation
- Excellent communication and interpersonal skills
- Effective organisational, time management and prioritisation skills
- Proficiency in HR software and Microsoft Office Suite
- Ability to handle sensitive information confidentially and adopt a confidential approach to all work.

Values and Personal Commitment:

- Demonstrates commitment to the values of Early Years Scotland.
- Demonstrates a highly professional and positive attitude at all times.
- Takes responsibility for continuing professional development and values constructive feedback.
- Shows commitment to reflection, self-evaluation, and self-development.
- Values, appreciates and respects the contribution of others.
- Demonstrates commitment to achieving high standards and objectives which are planned and agreed along with an ability to adapt when necessary.
- Demonstrates flexibility, ability to work on own initiative and self-reliance.
- Observes confidentiality at all times, in line with policy.
- Values and promotes fairness, diversity, social inclusion, and anti-discriminatory practice.

ACCOUNTABILITY

The HR Adviser is accountable to the Board of Directors through the Chief Executive and will be line managed by the Chief Executive.