

## **HR Manager Job Description and Person Specification**

**35 hours per week**

**Based in Includem Head Office, Glasgow (blended office-based/working from home in line with Covid19 guidance)**

**Line Management Responsibility: HR Assistant x 1, Workforce Development Officer x 1, L&D x 2**

**Reports to: Head of Corporate Services/CEO**

### **The Role**

- Management of day to day operations of the HR Department including L&D
- Line management responsibility for the HR Assistant and Workforce Development Officer
- Managing weekly resourcing/capacity meetings
- Providing HR advice and support to employees and Line Managers
- Coaching and support of Line Managers
- Working with Managers to meet the Charity's needs in relation to human resources
- Dealing with all employee relations issues and corresponding paperwork (investigations, disciplinaries, dismissals, appeals, grievances, flexible working requests, maternity/paternity)
- Recruitment
- Inductions
- Exit Interviews
- Developing HR and Learning & Development Strategy, Policies & Procedures
- Reviewing employee benefits
- Payroll administration - Monthly
- Liaising with Occupational Health and making referrals when required
- Absence Management
- Performance Management
- HR/L&D KPIs, reporting for HR Committee papers quarterly
- Attending Senior Management Team Meetings
- Attending and advising at the Employee Forum quarterly
- Attending Mental Health First Aiders Meetings quarterly
- Attending appropriate forums
- Managing registration and applications with Scottish Services Council, Disclosure Scotland and Volunteer Scotland
- TUPE Transfers

### **Person Specification**

- Commitment to inclusion's mission and principles
- Educated to postgraduate degree level or equivalent experience
- CIPD qualification and membership
- Experience of working in the care/charity sector (preferred but not essential)
- Knowledge of the Scottish Social Services Council (SSSC) and Disclosure Scotland (PVGs, Disclosures) (preferred but not essential)
- Knowledge and understanding of Employment Law
- Experienced and confident in managing complex employee relations cases
- Experience of developing and updating HR policies/procedures
- Experience of compiling HR KPIs and reports
- Experience of contributing to the coordination and leadership of learning and development operational and strategic plans
- Experience of managing change
- Strong influencing skills
- Excellent communicator
- Experience of working collaboratively with internal and external colleagues
- Ability to engage and motivate others
- Resilient with flexibility and adaptability with ability to self-manage and work on own initiative