

## Job Description – HR Manager

**Location:** Remote/home. Travel to our offices in Aberdeen and Dundee would be expected on occasion for meetings etc.

**Salary:** £36,000 p/a pro rata

**Hours:** 14 - 21 hours per week with flexibility according to the demands of the post. Family-friendly arrangements offered.

### 1. Main purpose of job

To lead the development of and adherence to best practice HR management processes throughout the organisation.

- Responsible for providing HR advice, support and guidance, including through support staff, to employees and managers, in areas including but not limited to; employee relations, recruitment, induction, disciplinarys, grievances, redundancies, performance management, training and development, employment law.
- To manage and oversee Administration staff and processes, particularly those associated with HR.
- To prepare reports for the board on HR management issues, identifying means of improvement, where necessary, and attending Board meetings when required.
- To act as a source of specialist advice to the Co-CEOs and Leadership Team on HR management issues.

### 2. Position in organisation

- Reports to the Co-CEOs.
- Member of Leadership Team – playing an active part in directing the organisations development.
- Manages Administration team.
- Liaises with individual members of the Leadership Team and managers.

### 3. Scope of job

- To take a lead role in managing the development and implementation of HR strategy and action plan in order to support delivery of overall company strategy, interpreting this data and making recommendations for improvement.
- To provide HR support to Leadership Team and employees.
- To identify the need for and develop the HR management skills of the Leadership Team, managers and supervisors.
- To manage and motivate Administration team, ensuring that office management processes are developed and maintained.

### 4. Dimensions and limits of authority

- Carry out disciplinary action up to dismissal for certain posts and final written warning for others.

- Ensure the management of disciplinary and grievance procedures for all posts below the CO-CEOs.
- Authorise expenditure of up to £3,000 within agreed budgetary activity.

## **5. Qualifications and skills level**

- CIPD qualification and/or previous experience in a similar role are essential.
- Well-developed skills in HR related project management.
- Well-developed skills in presentation and communication.
- Good IT skills.
- Strong leadership and management skills.

## **6. Additional requirements**

- Able to understand and interpret company policies and guidelines and request clarification where required.
- Subtlety and confidentiality when dealing with sensitive situations.
- Excellent interpersonal and organisational skills.
- Ability to prioritise own workload.
- Awareness of GDPR practices generally and specifically in relation to HR management.

## **Duties and Key Responsibilities**

### **Plan, coordinate and deliver the management of induction processes**

- Ensure the review, updating, and presenting of induction programmes to new staff – ensuring effectiveness of provision of information.
- Ensure all necessary IT and workspace provisions, along with appropriate documentation, is in place for new starts.

### **Co-ordinate identification, planning, sourcing, evaluating and recording of internal and external staff training**

- Plan to be delivered to meet requirements of post-related training and competency matrices.
- Ensure all employees have the right set of skills and competencies by developing and implementing training plans for all.
- Maintain approved training providers list.

### **Support implementation and management of employee timesheet software**

- New process required to replace Excel-based timesheet management system currently in place.
- Prepare HR reports using timesheet software to support business requirements.

### **Manage company disciplinary and grievance procedures**

- Implement and administer high-quality disciplinary and grievances procedures.
- Provide advice to all staff on rights and correct procedure for dealing with disciplinary and grievance matters.

### **Create and implement recruitment and selection procedure**

- Assist line managers in all stages of the recruitment process from job description development, placing adverts, interviewing, identifying and assessing suitable candidates, and issuing contracts of employment.

### **Provide timely reporting on employee data / HR KPIs**

- Provision and analysis of management information in report format on monthly absence, turnover, headcount and training statistics.
- Manage up to date HR records for the company in order to maximise overall effectiveness of employee / management information.
- Ensure a high level of confidentiality is maintained at all times.

### **Review and update HR policies and procedures**

- Make recommendations for new policy implementation.
- Implement and maintain Employee Handbook.
- Support staff and managers in 'best practice' delivery and development of all HR policies and procedures in order to ensure consistent implementation.
- Engage directly with staff to effectively implement company policies.

### **Assist in ensuring timely and accurate processing of pay and benefits**

- Liaise with payroll function for all documentation required for new starts, leavers, secondments, pay changes, and any other necessary information.
- Ensure line managers understand their responsibilities in terms of completion of HR documentation.

### **Assist in employee engagement and support processes**

- Participation in staff groups, and employee engagement initiatives.
- Improve communication of benefits schemes.
- Carry out exit interviews with departing staff and record findings to support Scarf's continuous improvement programme for employee satisfaction.
- Maintain accreditation for HR related awards/certificates.

**Absence management**

- Develop and document absence management system emphasising importance of absence control.
- Brief managers and employees on process.
- Oversee adherence to robust Occupational Health processes through arranging OH assessments as deemed appropriate, and coordinating actions arising from reports.
- Manage accident reporting process.

**Performance management and development**

- Prepare, present and maintain performance appraisal process.
- Support delivery of process through training and support – mainly on recognising good performance and managing poor performance in the workplace.
- Minimise potential exposure from long term sickness / grievance, disciplinary / employment tribunal through ensuring line managers understand their responsibilities in terms of people management.

**Manage administration team**

- Provide support, training and guidance as required to ensure staff are equipped to deliver effectively on set objectives.
- Develop and maintain office management processes in conjunction with team.

**Leadership Team responsibilities**

- Attend regular Leadership Team meetings and develop a positive and supportive relationship with Leadership Team colleagues.
- Brief board members as required on HR processes and activity.
- Support effective and informed decision making by the Leadership Team to build mutual understanding.
- As a leader, take responsibility for own behaviour, be visible to staff on a regular basis, display values and ethos of Scarf.
- Be willing to take on specific tasks that might arise from Leadership Team meetings.