



Job Description & Person Specification

HR Advisor

Post:	HR Advisor
Service:	Human Resources – The Action Group
Line Managed by:	HR Manager
Salary Range:	Points 37 - 39 – £34,753.83 – £36,929.76 p.a. (expected start at the bottom of the scale)
Hours:	39 per week
Base:	Remote/home working with requirement to attend meetings and occasionally work at The Action Group's Office in Edinburgh.

THIS POST REQUIRES A STANDARD DISCLOSURE

Main Purpose:

The post holder will work directly with stakeholders including service management, the Quality team, and HR management to ensure that processes are run effectively and monitored.

The post holder will also provide support with other activities within the HR department as required. This includes employee relations matters and administration of contracts.

1. Specific Duties

1) Tasks/Responsibilities

- Provide coaching and advice to managers on HR matters including policy, procedures, employment law, employee relations, and organisational values (bearing in mind our context of providing high-quality, person-centred support to The Action Group's service users). This is

likely to include managing a significant caseload of employee issues, including conduct, performance, and absence issues

- Undertake responsibilities and tasks associated with the line-management of one HR direct report.
- Oversee responsibilities in accordance with changes to immigration laws, visa regulations, and sponsorship requirements, ensuring full compliance with evolving legal and policy frameworks
- Providing and presenting statistics as required for reporting purposes by senior managers – mostly in the form of the Quarterly Stats
- Engage with various sector stakeholders such as the Coalition of Care and Support Providers in Scotland (CCPS)
- Ensure that processes and procedures undertaken comply with various obligations to the governing bodies for employers in the Social Care sector (Scottish Social Services Council, Disclosure Scotland etc)
- Be a champion for equality and diversity in the workplace, always seeking to 'look outside the box' and consider matters from different perspectives
- Assist colleagues and managers to develop their skills in terms of HR knowledge, best practice and people management.
- Make use of our HR information system (Cascade) to support managers, monitor potential issues, and provide high-quality reports where required.
- Take an active role in researching, writing, consulting on and implementing new or updated HR policies/strategies where requested.
- Support the HR team on a range of projects and initiatives as they arise
- Treat employees, managers, and users of The Action Group's services with respect and consideration at all times. This will often include the appropriate holding of sensitive and confidential information.

2) Health and Safety

- Adhere to The Action Group's health and safety policies at all times.

3) Contributing to the Team

- Communicate openly, fully and effectively with others at all times.

4) Contributing to a Quality Service

- Participate in all necessary training.
- Contribute to service user consultation efforts and assist in the production of explicit service standards, reviews, evaluations and annual reports on service improvement.

5) Other Duties

- Take an active role in your professional and personal development.
- Promote and support The Action Group.

6) Supervision Received

- The post holder will regularly meet their line manager as outlined in the Group's supervision policy.

7) Amendments

- This job description may be amended following discussions with the post holder and with approval from the Senior HR Manager.

The above list highlights the key accountabilities of the role; however, it should be noted that the above list is not exhaustive, and others may be added/required depending on the needs of the business.

HR Advisor - Person Specification

What the Action Group looks for in an applicant:

Person Specification		
Criteria	Essential	Desirable
Qualifications	A qualification in Human Resource Management such as CIPD associate or chartered membership (Level 5 or above)	CIPD associate or chartered membership (Level 7)
Skills and Experience	- At least three years' experience working in human resources - Previous HR management/advisory experience - Up to date knowledge of employment law (including understanding of contracts, ACAS code of practice, and Equality Act 2010) - Excellent written communication skills. - Previous experience of producing reports from data. - Confident IT skills in various Microsoft packages such as Excel, Word, Teams, etc	- Experience of using Cascade HR software - Experience of training and coaching others - Experience of working in HR within the social care sector - Good knowledge of data protection legislation - Knowledge of safer recruitment practices
Personal Qualities	- Excellent interpersonal skills - Ability to coach and influence others - Ability to plan and prioritise workload effectively - Accuracy and an eye for detail - A team player - A strong sense of ethical standards within HR (including confidentiality)	

Motivation and Outlook	○ Accepting and supportive of The Group's values ○ Keen to promote service user participation and involvement with recruitment ○ Hard working and self-motivated ○ Positive attitude to problem solving ○ Forward-thinking and creative in approach ○ Has a professional attitude at all times	
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