

Job Description

Job Title: Human Resources Manager



Job Title: HR Manager

Grade: G5

Reports to: Deputy CEO

Overall Job Purpose

To manage and oversee the Human Resource function (HR), ensuring the effective implementation, development, and compliance of HR systems, policies, and practices across the organisation. The role includes line management of the HR Administrator, ensuring all HR processes are legally compliant and aligned with organisational values. Provide administrative support to the People Committee of the Board and lead or contribute to HR-related projects as required

KEY RESPONSIBILITIES

Policies and Procedures

- To ensure HR policies and procedures are developed, reviewed and updated on a cyclical basis or as new legislation requires, and available to all staff and volunteers across the organisation
- To manage, develop and streamline the HR personnel record system to ensure all records are accurate and up to date and the system meets organisational requirements, including developing the reporting function to meet organisational requirement
- To ensure personnel records of current and previous staff are stored securely and in line with the General Data Protection Regulations, Data Protection Act 2018 and other legislative requirements
- To oversee and support staff in ensuring all HR policies and procedures are followed
- To ensure all on-boarding paperwork is complete, including processing Disclosure Scotland and PVG paperwork

Advice and Support

- To advise on current and changing employment legislation and the impact on working practices
- To provide comprehensive advice, support and assistance to Managers, Heads of Departments and staff on a range of HR issues, including the implementation and interpretation of HR policies while ensuring best practice and compliance with Statutory requirements

Job Description

Job Title: Human Resources Manager



- To assist and advise managers in reducing and maintaining acceptable attendance levels in accordance with the Absence Management Policy
- To manage the recruitment process from end to end i.e. advertising, shortlisting and interview coordination

Learning and Development

- To support and oversee the annual staff appraisal process, including advising SLT on setting the deadline and providing guidance
- To prepare and manage the organisational training and development plan including encouraging staff and managers to book training

Reporting

- To provide regular monthly, quarterly and annual reports including HR metrics and KPI's to Senior Management Team, sub-committee and board and other papers as requested.
- To arrange and support the people sub-committee, including drafting agendas, producing papers and providing HR and staffing updates as requested

Employee Relations

- To support managers to manage complex employee relation matters across the organisation including performance management, absence, mediation, grievance and disciplinaries
- To support the Chief Executive to liaise with recognized Trade Union on relevant matters and support the recognition agreement
- To participate and represent HR issues at the health and safety committee
- To support change management processes
- To , develop, oversee and promote the staff and wellbeing strategy

Finance and Payroll

- To work with the finance department to ensure the organisational pension auto enrolment processes are followed and accurate staffing information is provided for payroll and budgetary purposes
- To maintain records of payroll adjustments and administer to payroll by the deadline

Job Description

Job Title: Human Resources Manager



Management and supervision

- To manage, motivate and provide support for the HR Administrator including holding monthly supervision meetings, annual appraisals and staff development
- To ensure effective communication and consultation with the HR Administrator and develop and maintain strong links with other teams
- To support and supervise volunteers where appropriate.

Other Duties

- To demonstrate commitment to the principles of equality, diversity and human rights in employment and ensure that such principles are consistently met. Including influencing the practice to ensure that equality, diversity and human rights are at the heart of Scottish Refugee Council
- To manage key projects as directed
- To contribute to the development of the operational department operational plan – in particular with regard to remit of responsibilities
- To participate and contribute to organisational/team meetings as required
- To contribute to the development of the Operational Department with regard to remit of responsibility
- To contribute to the development of administrative procedures
- To Carry out all the duties with complete discretion and a high regard for confidentiality
- Any other duties relevant to the needs of the organisation and as directed.

Person Specification

Job Title : Human Resources Manager



Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to higher level or be able to demonstrate equivalent experience. • HND in Human Resources 	CIPD Level 3 or above in Human Resources.
Job Experience and skills	<ul style="list-style-type: none"> • Experience of providing high-level HR support to the organisation • Experience of providing support to and servicing sub-committees of Board • Experience of HR administration • Experience of staff management and supervision • Ability to forward plan and manage internal and external recruitment • Excellent IT skills and working knowledge of Microsoft Office and databases • Excellent, administrative skills including the ability to identify administrative needs and develop and maintain appropriate systems to meet them • Ability to take accurate minutes, including being able to interpret and sum up complex discussions concisely • Ability to draft routine and non-routine correspondence and reports • Ability to maintain accuracy and attention to detail • Excellent negotiation, interpersonal and communication skills including diplomacy • Excellent time management skills with the ability to manage multiple priorities 	<ul style="list-style-type: none"> • Knowledge of current HR legislation

Person Specification

Job Title : Human Resources Manager



Personal Qualities	<ul style="list-style-type: none">• The ability to work effectively with colleagues at all levels and a wide range of senior external contacts in a high pressure environment• Confident and determined with the ability to work on own initiative and as a team member when required• Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload• Ability to work flexibly and out with normal office hours when required• Complete discretion and an understanding of the need for confidentiality• A commitment to the work of Scottish Refugee Council and to the principles of equal opportunities	
--------------------	---	--