# Recruitment Profile

| | |
|---|---|
| **Post number** | 12578 |
| **Position title** | HR Advisor |
| **Grade** | 8A |
| **Department** | People |
| **Location** | Home Working/ Council Headquarters |
| **Salary/Rate of Pay** | £37100.57 - £40257.81 per annum |
| **Hours of work** | 35 hours per week |
| **Weeks per year** | 52.1428 |
| **Number of staff responsible for** | 0 |
| **Reports to post number** | Team Leader- HR Case Management |
| **Registration requirements** | None |
| **Drivers Licence required** | N/A |
| **Contract status** | Temporary |
| **Contract end date** | 4th January 2028 |
| **Reason for temporary vacancy** | Temporary Project |
| **Disclosure status** | None |
| **Political restrictions** | No |
| **Role profile number** | BSS 5A |
| **Business World post status** | Temporary |
| **Work pattern** | Monday- Friday |
| **Vacancy number** | SBO09521 |
| **Closing date** | 10/11/2025 |

## Role purpose

This role is primarily dedicated to supporting a strategic project focused on improving attendance in alignment with the SBC Attendance Policy. The postholder will work closely with managers to facilitate the timely and supportive return of staff to work, aiming to reduce sickness absences across the organisation.

Working within the HR Case Management Team you will deliver a customer focussed HR Advisory service to managers across the Organisation. You will provide advice and support on a wide range of employee relations and operational issues, supporting corporate organisational priorities working in line with HR Polices, Guidelines and Procedures

| **Person specification** | | |
|---|---|---|
| **Criteria** | **Essential** | **Desirable** |
| **Education, qualifications and training** | • HNC/HND/SVQ in a relevant subject<br>• Or equivalent experience | • HR Qualification • Membership of CIPD |
| **Skills, knowledge and competences** | Up to date experience of HR issues,<br>Good Problem Solving skills<br>Ability to anticipate wider consequences of decisions and actions<br>Highly effective verbal and written communication skills<br>Ability to constructively challenge and influence managers. | Coaching and mentoring skills |

| | | |
|---|---|---|
| | Effective interpersonal and relationship management skills with the ability to achieve results whilst maintaining constructive working relationships<br>Ability to work collaboratively with colleagues | |
| **Experience** | • Generalist HR experience<br>•Advising on Policies, Procedures and Terms and Conditions of employment<br>• Employee relations case management | • Working in a customer focused environment<br>• Delivering a service in line with performance measures eg Service level agreement |
| **Other** | • Customer Focussed<br>• Proactive<br>• Flexible and adaptable<br>• Clear thinker with an eye for detail<br>• Team worker and collaborator, sharing knowledge and information appropriately<br>• Ability to work using initiative but knowing when to refer matters for advice | |

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

## HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

**Digital Innovation & Solution Focused Statement**
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

# Recruitment Profile

**Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.**

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

## PRE EMPLOYMENT CHECKS
## Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

**Right to Work in the UK** - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

**For all other nationalities**

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

## OTHER DETAILS
## Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

### Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

### PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

### PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

### Political Restrictions
Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

# Recruitment Profile

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.