

ROLE PROFILE

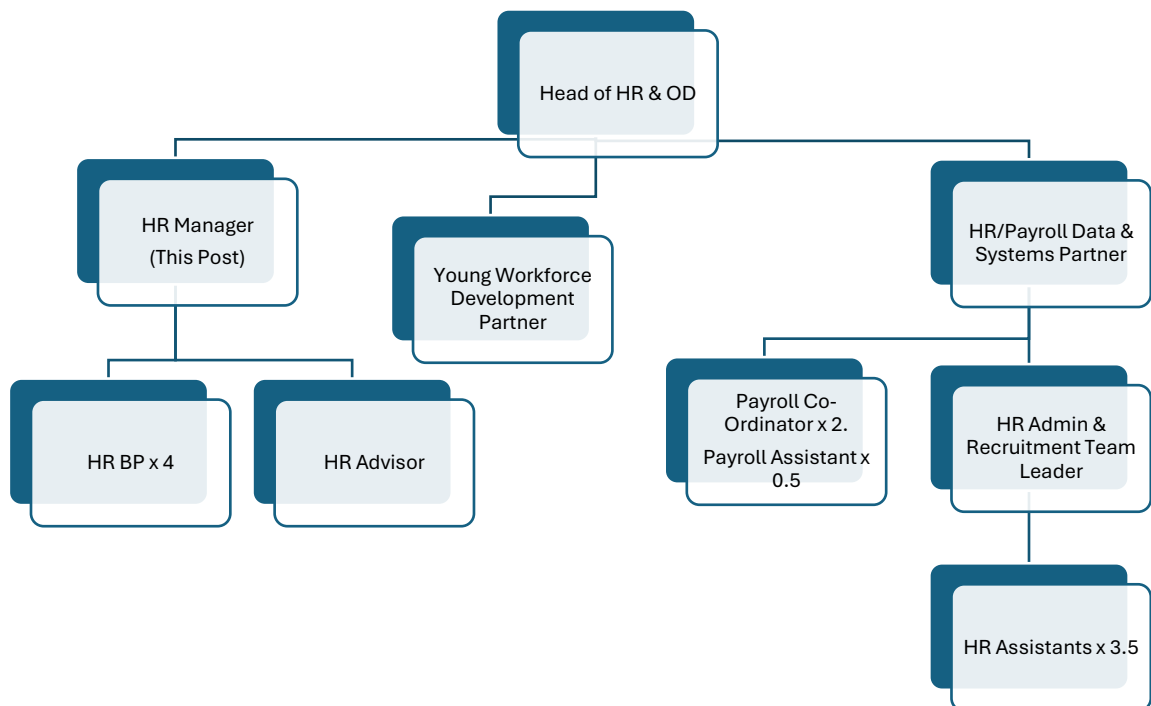
Job Title: Human Resources (HR) Manager

Department: Corporate Services

Grade: C

Responsible to: Head of HR and Organisational Development (OD)

Organisational Structure



Role Purpose:

To lead and deliver a high-quality HR Services function that protects and supports the organisation's strategic objectives, values, and regulatory obligations as a Scottish Registered Social Landlord and Care Provider.

The postholder will provide professional HR leadership, ensuring effective people management, workforce planning, employee relations, while fostering a positive, inclusive, and high-performing workplace culture.

Responsibilities:

- Support the Head of HR and OD with the further development and implementation of the People and OD Strategy, ensuring that workplace activities contribute to the achievement of organisational goals and objectives.
- Lead and develop innovative and effective people management practices ensuring compliance with employment legislation while delivering a high-quality service to stakeholders.

Main Duties:

- Provide advice, guidance and support to the HR Business Partnering Team on all employee relations matter, ensuring fair, transparent and consistent application of all employment related policies, procedures and initiatives.
- Provide advice, guidance and coaching to senior managers on all HR initiatives as required.
- Monitor emerging employment legislation and best practice ensuring that HR related employment strategies, policies and procedures remain current and fit for purpose.
- Ensure appropriate HR Records, processes and governance arrangements are maintained.
- Use workforce data and insight to identify trends, risks and opportunities.
- Champion Equality, Diversity and Inclusion (EDI) as part of the culture of the organisation. Contributing to the EDI group's equality action plan as and when required.
- Support the Head of HR and OD with setting, monitoring and achieving HR budgets, activity plans and KPI's.
- Work closely with the OD Team to support initiatives that strengthen organisational culture, employee engagement, inclusion and wellbeing.
- Provide effective line management to direct reports ensuring regular one to one meetings and performance reviews are carried out, training needs addressed, and personal development explored.

Customer and Partnership Working:

- Build strong working relationships with Managers and colleagues across all areas of the business ensuring that the HR team add value and provide high-quality customer service.
- Establish professional networks and represent Hillcrest both internally and externally.
- Work collaboratively with colleagues internally and externally, driving continuous improvement and sharing best practice.

Person Specification – Human Resources Manager

Attribute	Essential	Desirable	Method of Assessment
Qualifications	- Hold a qualification in Human Resource Management or similar appropriate qualification equivalent to a minimum of Level 10 of the Scottish Credit Qualification Framework (SCQF) - Chartered member of CIPD	- Relevant degree in management or management qualification - Recognised qualification in coaching practice - Recognised mediation qualification	- Application Form - Qualification Certificate
Experience	- Previous experience of working in a Senior HR role - Significant experience of leading a HR Business Partnering Team - Extensive working knowledge of employment legislation and its practical application - Previous experience of restructuring, change management and Transfer of Undertakings Protection of Employment Regulations (TUPE) - Previous experience of managing departmental budget	- Previous experience of working in Housing and, or Care sector - Good working knowledge of Data Protection and relevant legislation - Previous experience of designing and delivering HR related training for staff at all levels - Previous experience of Job Evaluation - Previous experience of designing and delivering reward strategies	- Application Form - To evidence at Interview - References for verification
Proven Competencies	- Ability to evidence strong, effective, communication and influencing skills at all levels - Ability to demonstrate planning and organisational skills, as well ability to provide a reactive response as required - Ability to evidence strong problem-solving skills and implement HR solutions	- Ability to demonstrate knowledge of Regulatory bodies including Care Inspectorate and Disclosure Scotland - Ability to evidence mediation skills	- Application Form - To evidence at Interview - References for verification - Presentation and, or Written Exercise

	• Ability to research and, or analyse and produce high-quality written work (for example reports, guidelines, policies and procedures, letters and statistics) using a variety of mediums		
Role Specific Requirements	• Willingness and ability to work outside standard office hours if required • Willingness to keep professional knowledge up to date including changes to employment legislation • Willingness and ability to represent the HR function at internal and external events	• Hold a valid Driving Licence and have access to own car	• To evidence at Interview • References for verification



CONDITIONS OF SERVICE

Hours:	Hours are 35.25 hours per week . Where additional hours are worked, overtime will be paid (must exceed full-time hours if part-time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.
Contract:	Permanent Post. All posts are subject to a 6-month probationary period. A formal review will take place at 2, 4 and 6 months.
Band and Salary:	This post is Band C. Salaries are paid monthly, directly into a bank account of your choice. The salary for the post of Human Resources Manager is £62,351.39 to £66,811.01 per annum . It is policy to commence on the first point of the salary scale unless, at the Manager's discretion, an alternative agreement is reached.
Hybrid Working:	Hybrid working is available with a requirement for full-time staff to be in the office a minimum of two days per week, or 40% of the working week for part-time staff.
Pension:	All eligible employees will be automatically enrolled into The Pension Trust Retirement Solutions (TPT), auto-enrolment pension scheme. At present staff contribute 5% with the employer contributing a further 5%. Employees have the option to increase their employee and employer contribution rates from three further tiered options available to them. Eligible employees also have an alternative option of joining a salary sacrifice pension scheme. Further details of the pension schemes available can be obtained from the payroll team.
Health Plan:	Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
Annual Leave:	Leave year runs from 1st January - 31st December. Annual Leave entitlement is 225.6 hours per annum (6.4 weeks), rising to 260.85 hours (7.4 weeks) over a 5-year period. 5 days public holidays have been included in this annual leave entitlement. Managers will commence on 260.85 hours. You are required to retain 35.25 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year. Annual leave is calculated on a pro rata basis for part-time staff.

General:	Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.
Smoking:	The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are outwith the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.
Qualifications:	Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.
Rehabilitation of Offenders Act 1974:	Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland. HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.
Equal Opportunities:	Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
Applications:	Please forward applications before the closing date.