



Job Description

HR Advisor

Hours per week:	35 hours (9am – 5pm; Mon to Fri)
Contract type:	12-Months Fixed-term contract
Location:	Glasgow (with travel to includem offices as required)
Reports to:	HR Manager
Line Management Responsibility:	None
Financial Accountability:	Low

Job Summary

The HR team is responsible for providing support and guidance to the organisation, ensuring we promote an environment where managers and their teams are provided with the tools, skills, and assistance to enable them to deliver optimum services to young people and families.

The HR Advisor will provide generalist HR support and guidance across the organisation, ranging from the design and delivery of training, including staff inductions, to providing advice on the full suite of employee relations topics. Additionally, the HR Advisor will also support on recruitment and selection activity.

Key Responsibilities

The key responsibilities of the HR Advisor include, but are not limited to:

Employee Relations

- Provide high quality professional support to managers on a range of casework including disciplinary, sickness absence, flexible working and grievance.
- Advise and coach managers on the interpretation and application of HR policies and procedures in accordance with employment legislation, ensuring consistency, accuracy, and best practice.
- Actively contribute to the development and implementation of new policies, procedures, and practices.

Learning and Development

- Design and delivery of training, which may include policy related updates as well as training specifically designed for our service delivery teams.
- Facilitation and delivery of new employee inductions.
- Maintaining team training matrices and skills gaps analyses.
- Assisting managers in identifying additional training needs within their teams.



Recruitment and Selection

- Facilitate and oversee recruitment, which may include providing advice to hiring managers on recruitment campaigns, development of job descriptions/person specifications and the appropriate selection processes.

Building Relationships

- Build good working relationships with all line managers in order to better understand their needs and provide appropriate HR related support.
- Liaise with other departments or functions (including Finance, Services, Support Services etc).

Systems, Data, and Projects

- Use key data metrics to identify trends and contribute to the continuous improvement of systems and practices.
- Maintain accurate employee records on the HRIS, Plumm HR, and assist in the production of cyclical reports.
- Support the HR Manager in implementing and embedding new strategies and initiatives across the organisation.



Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
Technical Skills, Knowledge, and Experience	<ul style="list-style-type: none"> • Previous experience working as an HR Advisor. • Broad HR generalist experience. • Experience in handling complex/multiple ER cases, including Disciplinary, Grievance and Sickness. • Up to date knowledge of employment law and best practice. • Experience in designing and delivering training, including staff inductions. • Proven experience of recruitment and selection. • Ability to analyse and interpret HR data. 	<ul style="list-style-type: none"> • Experience of working in the social care / third sector. • Experience of Care Standards and SSSC requirements. 	<p>Application process</p> <p>Individual interview</p>
Education / Qualifications	<ul style="list-style-type: none"> • CIPD membership or equivalent HR experience. 		Application process
Other Requirements	<ul style="list-style-type: none"> • Acts with substantial discretion and professionalism. • Embraces challenges, takes initiative, and originates action. • Intuitively proactive with drive, passion, and the will to succeed. • Outstanding organisational and time management skills. • Strong interpersonal and communication skills, with the ability to build relationships at all levels. • Excellent attention to detail with a focus on continuous improvement and excellent customer service delivery. 		<p>Application process</p> <p>Individual interview</p>



Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	