



Job Description

Title	Head of HR and support services
Based	Harbourside House – but currently home based due to COVID-19
Dept/Region	Finance & Resources
Line Manager	Director of Finance & Resources

About us:

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

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Our Values:

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role:

The purpose of the Head of Human Resources role is to bring a professional, strategic and empathetic leadership; leading and supporting a suite of coherent strategies which support an efficient, high performing and engaged organisation striving for continuous improvement and delivering impact.

This role combines strategic and operational leadership and will work collaboratively to balance professional requirements with empathy. The role will work closely with senior staff to ensure the Trust adheres to legislative requirements and delivers a comprehensive suite of HR services to the Trust.

Key Success Areas:

- Building strong working relationships at all levels to influence and engage staff
- Maintaining and building on the strong, positive culture within the Trust
- Providing strategic direction on all aspects of HR and organisational development
- Ensuring compliance with employment law and providing guidance as necessary
- Ensuring a range of policies, procedures and guidance which support the delivery of the Trust's vision through effective and empathetic people management systems.
- Effective delivery, with the support of your team, of organizational support including administration and premises management

Main Objectives:

- HR Services – Working with the HR Officer you will provide HR advice to managers and staff on all aspects of HR management, employment law and the Trust’s policies and procedures. Building strong working relationships at all levels to influence and engage staff.
- Workforce planning, organisational design and recruitment – in conjunction with Senior Management Team, you will lead workforce planning and organisational design; you will oversee the recruitment and selection process.
- Onboarding/induction, and exit - You will oversee the systems of onboarding for new staff and offboarding for leavers. This will include carrying out references, pre-employment screening.
- Systems and information management – You will be responsible for ensuring effective management of employee personal data throughout its lifetime.
- Reporting – provide regular updates and reports to support effective strategic management and oversight
- Learning and development – you will oversee the programme of learning and development including learning needs analysis, leadership and management development, mandatory training and bespoke learning solutions
- Performance management – you will ensure performance management system operates effectively across the Trust.
- Compensation and benefits – in conjunction with Senior Management Team, ensure job descriptions support effective recruitment and salary evaluation. You will ensure salary evaluation is carried out in accordance with the Trust’s set criteria. You will be responsible for managing the cycle of payroll, calculating employee benefits and pension administration within set time targets.
- Employee engagement and wellbeing – you will act as the Trust’s designated safeguarding lead, act as counter signatory for PVG scheme checks and keep all returns as per safeguarding procedures. You will participate in Health & Safety Committee in your role to ensure effective wellbeing protocols and management interventions
- Administrative systems – in conjunction with the admin team, you will oversee Council and associated forums’ planning/secretariat ensuring production, circulation and collation of all agendas, papers, minutes. You will maintain and develop administrative systems, liaise with the landlord at Harbourside House and ensure the office is well maintained.

Key Internal and External Contacts:

- All staff – advice and information provision
- Council – provision of regular monitoring reports
- Senior Management Team – provision of advice; provision of regular reports and decision making
- Management Team – preparation of papers
- Royal Society of Wildlife Trusts
- Chartered Institute of Personnel and Development
- Pension Administrators
- HMRC
- Recruitment agencies
- Various contractors, including contract cleaners, trades

Qualifications and Experience (Essential/Desirable)

Essential Qualifications (or matched experience):

- CIPD qualification

Essential Experience:

- Provision of strategic HR advice and support to a range of stakeholders.
- Significant HR experience, preferably in the not-for-profit sector.
- Experience of working effectively and collaboratively
- Excellent working knowledge of current employment legislation.
- Experience managing and developing a small team.

Desirable Experience:

- A demonstrable track record of developing and delivering progressive people strategies.
- Proven experience of leading successful cross-organisational improvement.

Key competencies	Essential
Technology and knowledge (IT)	Highly proficient in the use of Microsoft office with particular expertise in Word, Excel and Outlook Ability to manage information effectively Knowledge of best practice and employment and equalities legislation
Organisation and planning	Manage own workload and meet tight deadlines, often under pressure High levels of numeracy with accuracy and attention to detail
Communication (writing/spoken)	Ability to lead, inspire and communicate a positive vision and collaborative culture across the Trust The ability to operate effectively and sensitively in a diverse environment and with all levels of staff Tact and diplomacy to work with confidential information and build relationships
Problem Solving	Good analytical and solutions-focused approach to problem solving
Judgement	Excellent judgement Ability to delegate work whilst effectively overseeing successful operation
Management	Ability to manage and influence managers to meet best practice Ability to motivate a small team answering enquiries, and providing a range of administration and premises management services Effective oversight and management of HR, admin and premises budgets
Teamwork	Ability to work alone and be part of a team
Commitment to organisational culture, values and vision	Knowledge and passion for wildlife conservation

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	✓		
Full Driving Licence			
Protection of Vulnerable Groups membership	✓		
First Aid Certificate		✓	
Credit Check	✓		

Author	Susan McKenzie	Date	March 2021
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Job Description

.... Team Structure



