**Job Description and**

**Person Specification**

**Post Title:** Human Resources Manager

**Duration:** Permanent

**Hours of Work:** 14 hrs (Flexible)

**Salary:** Grade 7 – 36,146 Pro Rata

**Purpose:** The HR Manager provides professional confidential and proactive HR support across the organisation, advising managers and staff on a wide range of HR issues. Ensuring compliance with employment legislation and supporting the implementation of HR policies and practices. The manager will advise the Board of Trustees and CEO to support strategic decision making.

# Main Duties

**Employee relations**

You will be fully accountable for providing support, advice and coaching to all levels of management on routine and complex employee relations, such as absence, discipline, grievance, performance management and annual appraisals.

**Recruitment and onboarding**

Set up and monitor processes which ensure that candidates and employees enjoy a seamless journey through the employee lifecycle.

**HR administration**

To manage and develop, the DVVA employee database, ensuring records are up to date and in line with GDPR.

Maintain accurate HR records.

Prepare reports and metrics on HR activities as required.

Support Payroll and benefits administration where required.

**Learning and Development**

To set up a Learning and Development Plan for DVVA staff.

Maintain training records and evaluate effectiveness of development activities.

**HR Policy and Compliance**

* Develop and implement policies and procedures in line with employment law and best practice.
* Regularly review and monitor all policies and procedures and implement changes or improvements where necessary.
* To undertake an Equality Impact Assessment of all Policies.
* To uphold the organisation’s Equal Opportunities Policy, to work within current legislative guidelines.
* Work in accordance with our values, policies and procedures including our equal opportunities and diversity framework.

The post holder will report to and be supervised by the Chief Executive and or Deputy CEO.

# Other Duties

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

# Conditions of Service

* These are set out in the organisation’s staff handbook.
* All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
* The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

# Location

Our main office is based in Dundee city centre and we have another community location in Lochee. The postholder may be asked to work at any other location deemed necessary to fulfil the duties of the role.

There maybe an option for the post to be a blend of remote and office working, dependent on the requirements of the role and in consultation with the line manager.

# Annual Leave

25 days and 11 public holidays per annum pro rata.

**JOB DESCRIPTIONS** are reviewed from time to time.

**PERSON SPECIFICATION**

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| **Factor**  |  **Essential**  | **Desirable**  |
| **Qualifications**  | Member of the Chartered Institute of Personnel Development. Qualified to degree level plus 3 years’ experience working in a similar role. | Post Graduate Qualification in Relevant Field. |
| **Relevant Knowledge and Experience**  | Significant experience as an HR manager. Project Management experience. Track record of designing and developing comprehensive HR policies, guidance and plans. Experience of working with personal and sensitive data incompliance with GDPR requirements.Good knowledge of the HR policy and legislative environment. Knowledge of Disclosure Scotland and PVG.Experience as a Trainer. Significant experience in database management in the HR setting. Experience in Change Management and continuous improvement.  | Experience of work within the Voluntary Sector.  Experience of Staff Supervision.    |
| **Skills**  | Excellent interpersonal skills. Excellent communication skills, both oral and written. Excellent organisational skills.Good presentation skills.Proficient with Microsoft 365 software, including Outlook, Teams, Excel and Word. |   |
| **Qualities and** **Attributes**  | Must be self-motivated and able to motivate others.Highly innovative and experienced in designing new service approaches. Ability to work to deadlines.  |   |