



Ochil Tower School

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POST:	HR Advisor
HOURS:	32 hours per week over 4 days
REPORTING TO:	Chief Executive Officer
SALARY:	£23k - £24k pro rata, depending on experience
RESPONSIBLE FOR:	All HR activity within the School.

JOB PURPOSE

To deliver a professional, HR service in a generalist role. Working as part of a proactive, innovative and responsive management team, you will provide business focused HR solutions and recommendations across the school. To build and develop relationships with colleagues at all levels to provide support and guidance on a range of HR matters and share best practice.

MAIN DUTIES

- Delivering an effective HR service to the school, assisting line managers to understand and implement policies and procedures in line with best practice in people management.
- Building effective working relationships with internal stakeholders
- Working closely with leaders in the school to monitor HR practices and ensure compliance, whilst providing professional advice and guidance
- Leading in case management, complex attendance issues, performance management, grievance, organisational change and redundancies
- Developing and implementing HR policies and processes, ensuring they are kept up to date with legislation and best practice
- Develop and maintain workforce metrics and KPIs
- Undertake ad hoc projects
- Effectively manage recruitment and selection processes
- Carry out new starter inductions if required
- Manage talent and succession planning
- Drive a culture of positive change management
- Design and take part in employee and volunteer engagement initiatives
- HR administration
- To assist and support with administrative duties within the office environment.



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QUALIFICATIONS

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Essential

- Minimum of CIPD level 3 or equivalent

Desirable

- Clean and valid UK driving licence
- Knowledge of Scottish Social Services Council (SSSC) Codes of Practice

EXPERIENCE AND SKILLS

Essential

- Previous experience of advising managers on HR processes
- Experience of working in the Health & Social Care sector
- Knowledge of HR policies, practices and employment law
- High degree of accuracy as well as excellent organisational skills

Desirable

- Experience or understanding of change management
- Experience of dealing with recruitment from outside the UK and Europe
- Experience of dealing with volunteers

PERSONAL ATTRIBUTES

Essential

- Ability to meet and deal tactfully and courteously with fellow employees, volunteers, residents and contractors.
- Positive attitude and committed to delivering high standards.
- Flexibility to respond to a range of different work situations.
- Compassionate & supportive of the aims of a community with particular beliefs, seeking to serve people with special needs. Highly self-motivated with a positive, 'can do' attitude at all times
- Excellent communication and interpersonal skills



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This job description is open to review by Ochil Tower School at any time.

Signed:

Dated: