



# Ochil Tower School

*living, learning and growing together*

## **HR Advisor**

**Place of Work:** Ochil Tower School, Auchterarder

**Salary:** £23k - £24K pro rata depending on experience and qualifications

**Hours:** 32 hours per week over 4 days weeks per year on rota system

**Annual Leave:** 28 days (FTE 35 days)

**Closing Date:** 18 August 2019

**Interviews** for successful applicants will be held on: 26 August 2019

### **About Us**

Ochil Tower School is an independent residential and day school for children and young people with additional support needs. We are committed to promoting a nurturing, safe and fulfilling environment for the children and young people that we support. Our ethos is based upon a social pedagogy model and the purpose of the role is to recognise and build on the individual strengths of each pupil and use their interests to help them engage in their learning.

### **The Role**

This exciting new post will allow a HR generalist with experience in the Health & Social Care sector to be an integral part of a leadership team driving positive cultural change in a transitioning organisation, whilst ensuring managers are supported with all HR practices. As a new post within the school, you will have the opportunity to shape the role to meet the needs of the business. Although working as part of a team, the successful candidate will need to be able to work independently and off their own initiative.

The main duties of this role will include, but not be limited to:

- 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.

You will be CIPD qualified, with a minimum level 3 qualification and have a good understanding of the Health and Social Care sector.

Applicants should note that this post requires registration with PVG (Scotland) membership in relation to working with children/adults.

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 applies to this post.