

ROLE SPECIFICATION

JOB TITLE **HR Advisor**

RESPONSIBLE TO **Group HR Manager**

GENERAL

To provide HR advice and support to operational management and their teams across Scotland in order to meet business targets and objectives in accordance with agreed business plans.

A key aspect of the role will be to provide HR Generalist support across the business to ensure compliance to ILS policies and procedures and in alignment with Employment Law regulations.

PRINCIPAL RESPONSIBILITIES

- Provide support and guidance to operational management regarding ILS Policies and procedures
- Undertake mentoring and ad hoc refresher training on all aspects of ILS policies and procedures
- Provide guidance and assistance in cases of disciplinary and grievance hearings ensuring the process is strictly adhered to from notification through investigation and conclusion
- Maintaining the correct and required paperwork for all interactions between ILS and employees ensuring that employees are communicated to at all times
- Support operational management in the management of absence
- Provide guidance to operations in relation to the leaver's process ensuring that leavers data is captured and collated
- Compile HR data on a monthly basis to record turnover, starters, leavers working closely with recruitment
- Assist the Group Recruitment Manager in the recruitment process where required and in particular in providing additional support in the interview process
- Liaise with Payroll regarding salary adjustments and changes in contracts
- Maintain the integrity of all office staff files
- Work closely with the Learning and Development Manager to monitor the supervision and appraisal process ensuring operational management complete required documentation and that actions arising are acted upon.
- Carry out ad hoc HR Projects as required

ADDITIONAL INFORMATION

Undertake any other duties as required by the Group HR Manager in the best interest of the service users, purchasers, the company and other stakeholders. Deputise for Group HR Manager as required both internally and externally.

Location of Work

The role will be based in Alva, however travel will be required to other ILS offices as and when required.

Hours of Work

35 hours per week. Monday – Friday, 08.30am to 5pm however this is subject to being flexible in line with company requirements and service user needs.

Salary

The salary for this position is £25,000. This role is also eligible for discretionary performance related pay.

TEAM MANAGER / AREA MANAGER PERSON SPECIFICATION

Experience	Requirements
Demonstrable HR experience underpinned with proven ability to deliver.	Essential
Sound and demonstrable knowledge of employment law	Essential
Qualifications	Requirements
CIPD qualified with at least 3 years post qualification experience	Essential
Degree qualified	Desireable
Other	Requirements
Current, Clean Driving Licence	Essential
Access to a Vehicle	Essential