

SCOTTISH CHILDMINDING ASSOCIATION

JOB DESCRIPTION

JOB TITLE: HR ADVISOR

LOCATION: Home/SCMA Head Office Stirling

HOURS: Part time 28 hours per week. Hours to be flexibly arranged to provide for occasional Saturday and evening work. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked. No overtime payments are possible.

GRADE: AP5 pt 31-34
This is a new role for SCMA with fixed term funding for 2 years until 31st March 2028 in the first instance.

ACCOUNTABLE TO: Finance Manager

JOB PURPOSE:

The Advisor will provide experienced HR advice, support and guidance to line managers on all aspects of our employment policies and practices including supporting managers to navigate change, make informed decisions and deliver effectively across their teams.

Acting as a trusted HR expert and a key point of contact for our managers, the role will offer clear, pragmatic advice on HR matters and policy, helping to ensure consistent and effective approaches to recruitment, employee relations and performance management. This includes supporting managers on any escalated and/or complex cases as required.

This role will also be responsible for key HR projects that supports delivery of the organisations Engaging with Our People strategy.

KEY TASKS

- Build effective and sustainable working relationships with managers at all levels, developing a good understanding of their teams to deliver HR advice on all policies.
- Provide HR policy support, advice and guidance on our policies and procedures to line managers by telephone or face to face.
- Provide advice and guidance on our HR policies and support line managers in the investigation of cases including attending and supporting formal meetings or hearings.
- Provide support and administration to managers with the recruitment and onboarding of new staff.
- Provide advice and guidance on all aspects of attendance management. Support line managers on individual cases including attending and supporting at formal meetings or hearings.
- Working with our external HR partner to keep abreast of employment legislation and case law to ensure a modern, legal, and commercial advisory service is provided.
- Identify trends or process improvements to help inform and shape change across the HR function.
- Work with the Engaging with Our People Team to develop and update our HR documentation based on updated employment legislation, case law and agreed improvements.
- Work with the Engaging with Our People Team to identify best practice across the organisation and how this influences and shapes current internal guidance and policy changes.

- Take part in the Engaging with our People meetings and provide administrative data reporting where required.
- Manage risk through the escalation of inappropriate practices, significant policy deviation or failure to meet timescales to the Engaging with Our People Team; identify any training or awareness gaps across the organisation.
- Become an effective member of the Helpline team.
- Meet regularly with your Line Manager for support, supervision and annual review and development.
- Read the Health and Safety document and be aware of the health and safety of yourself, your colleagues and visitors to the office.
- Work at all times in a manner consistent with SCMA's policies and procedures.
- Be responsible for your own personal development and willingness to engage in Engaging in Our People.
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfill the job purpose.

PERSON SPECIFICATION

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

Essential

CIPD qualified or equivalent educational achievement

Desirable

HR qualification or demonstrable experience

CAREER EXPERIENCE

Essential

A demonstrable track record of working in an HR function or supporting people management.

KNOWLEDGE

Essential

Sound understanding of the principles of good HR practices and employment law.
Proficient in IT packages including excel and power point.

Desirable

Relevant childcare and voluntary sectors networks in Scotland and the UK.
Willingness to develop an in depth knowledge of the working practices of registered childminders and the early years landscape

SKILLS

Essential

Excellent communication skills, works effectively with a team and can provide clear and consistent employment advice.
Ability to act with substantial discretion and professionalism.
Ability to resolve conflicts and seek appropriate solutions.
Creative and analytical thinking style, applying tenacity where required.
A proactive approach to work and problem solving, and the ability to spot and deal with issues as they occur.
Strong interpersonal skills with the ability to work on own initiative and as a part of a team
Good organisational skills including time management
Ability to forward plan, prioritise work, work under pressure and to tight deadlines
Good attention to detail

Desirable

Willingness to develop skills and undertake any relevant training

PERSONAL ATTRIBUTES & CIRCUMSTANCE

Ability to work flexible hours, travel and occasionally be away from home overnight