Employment Information – Temporary HR Adviser - part or full time

 The following notes summarise the key points of the terms and conditions.

 Full details will be provided with an offer of employment.

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| **Headquarters** | Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE.  |
| **Hybrid Home/Office Working** | Hybrid home/office working will continue for the foreseeable future in light of the Covid pandemic. Any changes to this will be notified/discussed. Options can be discussed with applicants to offer maximum flexibility to suit personal circumstances. |
| **Pay** | £28,427 - £30,732 per annum, pro-rata for part time if applicable.Salary placement is dependent on skills and experience level. |
| **Type of Contract** | The post is available on a temporary contract for a number of months potentially up to 31st March 2022 with immediate start date in December. It is also available as a secondment option. You should have agreement, in principle, from your current employer about secondment prior to applying. Options around secondment possibilities can be discussed. |
| **Manager** | The post-holder reports to the Human Resources Manager |
| **Hours of Work** | The post is available on a part time or full time basis. Full-time posts are 5-days per week of 37 hours, exclusive of breaks but the hours of attendance may be varied, by agreement, to meet the needs of the work. Options for part time working arrangements can be discussed to meet individual/business requirements. |
| **Leave** | Annual HolidaysThe annual entitlement for full time posts is 25 days per year, rising to 30 days after 10 years’ relevant service. (NHS and local authority service is counted as relevant service). Leave entitlement is pro-rata for part-time posts.**General/Public Holidays**Public and privilege holidays total 11.5 days per leave year, 6 of these are on set dates and the remainder can be taken as required.The public/privilege holiday entitlement is pro-rata to full time equivalent.The leave year runs from 1st April to 31st March. |
| **Superannuation** | [NHS Pension Scheme](http://www.sppa.gov.uk/index.php?option=com_content&view=article&id=43&Itemid=4) is available to all staff.  |
| **Our values** | The Commission operates a set of internal values for staff. |
| **Performance,****Learning and Development** | There is a performance development system in operation within the Commission. Progression through the salary scale is subject to satisfactory performance.  |
| Data protection | The information you provide will be used to assist in the process of recruitment and selection in accordance with the Policy of the Mental Welfare Commission. If you are successful in your application the information you provide will be used for HR and payroll purposes. It is understood that you consent to the use and storage of your personal information for the above stated purposes. |
| **Work outside the Commission** | It is important to identify and minimise any conflicts of interest that could prevent staff from making fair and objective judgements, or could be perceived as doing so by service-users, practitioners and the public. Details are contained in the Commission’s Conflict of Interest Policy. |
| **Probationary period** | 1 month probationary period. |
| **Disclosure Scotland** | You will be required to submit an application for a basic Disclosure Certificate. |
| **Complaints** | The Commission has a Complaints Policy. All applicants have access to it if they feel they have been unfairly treated during the recruitment and selection process. External applicants should direct any concerns to the Human Resources department and internal applicants have recourse to the Commission’s Grievance Procedure. |
| **Equal opportunities** | The Commission is an equal opportunities employer. |
| **Feedback** | We will inform all candidates in writing of the outcome following the initial short listing process.Feedback will be given to any candidate requesting it following an interview at the Commission. |