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| **Job Title:** | Temporary HR Adviser  |
| **Reports To:** | HR Manager |
| **Direct Reports:** | None |

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| 1. **Job Purpose**
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| To provide professional HR and project support across a range of HR areas and assist in shaping the future workplace for the Commission. |

| 1. **Dimensions**
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| This is a temporary role working with the small HR team and Head of Corporate Services on HR operational/advisory and project work to support the organisation, particularly during a time of changed working arrangements and virtual teams.There are approximately 60-65 staff based in Edinburgh with hybrid office/home working arrangements.The staff group includes senior managers, doctors, nurses, social workers, researchers, administration, communication and business professionals. |

| 1. **Role of the Mental Welfare Commission for Scotland**
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| We protect and promote the human rights of people with mental illness, learning disabilities, dementia and related conditions We do this by:* Checking if individual care and treatment is lawful and in line with good practice
* Empowering individuals and their carers through advice, guidance and information
* Promoting best practice in applying mental health and incapacity law
* Influencing legislation, policy and service development
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| **4. Key Result Areas** |
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| Provide dedicated HR operational, advisory and HR project support across a range of HR and business projects; 1. Assist with recruitment /recruitment developments/improvements across the organisation ensuring legal compliance.
2. Assist in delivery of operational and advisory HR work to meet business requirements.
3. Research, develop and implement HR policies and assist in shaping the workplace of the future for the Commission.
4. Undertake Equality Impact assessments on HR policies working with teams and staff to better understand and address Equality considerations.
5. Undertake project work as required on HR and Health and Safety related areas and contribute to implementation to ensure compliance across the organisation.
6. Contribute to the ongoing roll out and implementation of the HR system YouManage ensuring effective utilisation of the system and maximum business value.
7. Support ad hoc improvement projects relating to HR to benefit staff and the organisation.
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| 1. **Planning and Organising**
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| The workload will be identified by the Head of Corporate Services and the HR Manager and prioritised by the post holder. The postholder will work unsupervised with advice available as appropriate.Priority work areas will be determined by a combination of objectives and on-going demand led requirements.Review of work will be in accordance with the performance management arrangements, in the form of an annual appraisal and PDP.  |

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| 1. Internal and External Relationships
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| The role involves a high level of verbal and written communication skills dealing with staff and managers at all levels throughout the organisation.  |

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| 1. **Most Challenging Aspects of the Job**
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| Balancing the requirements of different short term projects in a remote working environment with virtual teams. |

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| 1. **Skills/Qualifications and Experience**
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| * Degree level qualification and /or experience
* CIPD qualified
* Experience and competence gained at HR Adviser level
* Experience in Recruitment and Selection
* Sound knowledge of employment legislation and HR practice
* Experience of writing and updating HR policies in line with best practice
* Experience in Health and Safety with up-to-date knowledge
* Interpersonal, communication and influencing skills
* Strong planning and project management skills
* Organisational, time management and prioritisation skills
* Team working skills
* IT and keyboard skills
* Knowledge of the full MS Office suite, knowledge of databases and HR information management systems
* Experience in using Youmanage and Learnpro is highly desirable
* Experience in undertaking Equality Impact Assessments is desirable
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| 1. **Sign Off**
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|  | Job Holder…………………………….  | Date………………………. |
|  | Manager……………………………… | Date………………………. |