

HR Business Partner

At Turning Point Scotland people are at the heart of everything we do. We believe in treating each colleague with respect, building excellent working relationships and providing them with fully inclusive resources, allowing them to take responsibility and a lead role in their own career development and progression.

As a HR Business Partner, this role will provide a hands on, proactive and forward-thinking operational HR service to Turning Point Scotland, operating as an internal consultant, influencing, identifying and maximising opportunities to improve people, capability and performance in line our values of respect, compassion, inclusion, and integrity.

Job Description

- Play an essential role in achieving our HR objectives in line with our Strategic Plan.
- Working in a small team to achieve a high-quality responsive service for a group of services and to work as part of the larger HR team
- Provide dedicated HR support, advice and guidance to our Managers across the area, enabling them to meet their aims and objectives.
- Providing support on employee relations issues, reports and cases (absence, disciplinary, investigations, grievances/complaints; TUPE; consultation meetings) balancing risk and the law with a pragmatic approach and reporting as required
- Interpreting and implementing HR policies, best practice and appropriately applying employment law.
- Understanding and anticipating the need for change, diagnosing the underlying risks, issues and building the case for change with stakeholders, and managing the people impacts of change activity.
- Providing guidance, information and resources for all colleagues.
- Undertaking a leadership role in projects or an area of HR operations or business specialism through to outcomes.

- Ensuring we continue to offer our outstanding support to people who use our services by focusing on recruitment processing for new starts, quality assuring Safer Recruitment using our on-line recruitment tool.
- To work with absence systems to actively manage and address absence, assisting and supporting colleagues back to work as quickly and safely as possible, including working with our Wellbeing Lead and occupational health service.
- To advise and authorise on changes to terms and conditions and work to an anti-discriminatory framework.
- Maintain excellent harmonious employee relations through an effective, inclusive and personal communication style, including letters, policies etc.
- To ensure our approach to employee registration with SSSC and PVG issues is dealt with in a consistent, compliant and legal manner
- To promote workforce development practices such as induction, value based appraisal, supervision and development meetings.
- Working with the union and union representatives in a unionised environment and when appropriate with People Matter Representatives.
- To deliver bespoke HR based management and policy training with direct delivery to groups, coaching one to one etc.
- To meet strategic and personal development goals as agreed with your line and departmental manager with organisational development changes, taking on lead for topics/areas and projects
- Travelling as and when required locally with frequency, and further in Scotland around once a month
- Participating positively as a member of the HR dept., the Head Office team and Turning Point Scotland
- Promoting the values and culture of Turning Point Scotland at all times

Essential Criteria

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Education and experience

- CIPD qualified and chartered membership* or equivalent
- Significant Human Resources advisory/business partnering experience

Knowledge, skills and abilities

- A good understanding of Human Resources best practice.
- In depth knowledge of terms and conditions and of interpretation of Human Resources Policies and Procedures.
- Working knowledge of employment legislation and an ability to interpret it to ensure organisation compliance and also meet business needs.
- Able to influence and persuade at managerial level, inspiring confidence and being a credible professional.
- Able to follow routine, systems and detail accurately and ensure admin and paperwork is done fully and on time.
- Well developed communication skills; able to express views clearly and confidently; able to deal with difficult situations
- Ability to analyse Human Resources issues and suggest appropriate solutions.
- Demonstrate an ability to use correct judgment in all situations through quick intellectual grasp.
- Demonstrate resourcefulness and initiative.
- Knowledge and skills relating to investigations, reports and formal processes.
- Proven capability in complex situations where there is conflict or employee relations issues.
- Knowledge of TUPE, redundancy, disciplinary and grievance processes

Other requirements of the post

- IT literate – able to use word processing, database programmes.
- Resilience along with reflective learning approach
- A genuine empathy with the people who use our services, commitment to equality and the principles of inclusion

Desirable

Education and experience

- Experience of a Unionised and/or consultative environment
- Driving licence and access to own vehicle for business purposes.

Knowledge, skills and abilities

- Able to work autonomously, in an organised fashion, and as part of a team.
- An ability to apply and understand business acumen.
- Knowledge of social care sector and self-directed support/personalisation services
- Pragmatic with flexibility in thinking and approach
- Car driver with appropriately insured car for work purposes