

JOB DESCRIPTION

POST TITLE:	HR Policy Adviser
GRADE:	11
DIVISION/UNIT:	HR, IT and Business Support / HR Section
RESPONSIBLE TO:	HR Manager
RESPONSIBLE FOR:	Assistant HR Adviser

Job Purpose

Responsible for the development, review and maintenance of all employment policies and associated procedures, ensuring legal compliance, operational effectiveness and alignment with Tayside Contracts' strategic objectives.

Contribute to the implementation of Tayside Contracts' Recruitment and Retention Strategy Action Plan ensuring that the organisation remains suitably resourced, flexible, resilient, and capable of adapting to changing needs which are critical to the success of the organisation.

Main Duties and Responsibilities:

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Deputise for the HR Manager as required to ensure an acceptable level of service is provided at all times.

Employment Policies

5. Research, develop, draft and review employment policies, procedures, process maps and associated pro formas as instructed by the HR Manager to support organizational objectives, mitigate risk and promote consistent people management practices.
6. Monitor legislative developments and proactively recommend policy changes to the HR Manager to ensure ongoing compliance with employment legislation.

7. Design and deliver training events/programmes on the application of employment policies and procedures and in respect of other HR strategies, themes and initiatives where appropriate.

Recruitment and Retention

8. Contribute to the further development and implementation of Tayside Contracts' Recruitment and Retention Strategy and Action Plan to ensure that Tayside Contracts remains suitably resourced, flexible, resilient, and capable of adapting to changing needs which are critical to the success of the organisation.
9. Contribute to the development of Tayside Contract's Employer Value Proposition (EVP), ensuring that the organisation continues to be a valued employer of choice in the Tayside area.
10. Collate, analyse and interpret recruitment data and draft management reports for the CLT/SLT/JCCs identifying and making appropriate recommendations.
11. Assist with identifying the most cost-effective advertising methods, ensuring managers are targeting the right forums for job adverts and helping tailor sourcing strategies for different roles and demographics.
12. Oversee the maintenance of Tayside Contracts' dedicated Facebook Jobs Page and website recruitment zone.
13. Oversee the collation and analysis of Tayside Contracts Employee Exit Questionnaire results identifying and reporting on any trends.
14. Coordinate and oversee Tayside Contracts attendance at external careers and jobs fair events and assist with the development and promote open days/evenings to encourage applications.
15. Develop and promote recruitment and employability initiatives such as Developing the Young Workforce Pledge to ensure we attract a diverse workforce reflective of the communities we serve.
16. Develop and promote Tayside Contracts' offering of work experience placements to clients of organisations such as Enable Works, Barnardo's Works etc to provide individuals with the skills and knowledge required for future employment.

Employee Benefits

17. Manage the employee benefits scheme, liaising with scheme providers as appropriate and overseeing the effective maintenance of the employee benefits platforms.
18. Participate in the procurement/tendering process as and when the existing benefits scheme contracts require to be renewed, which will include researching alternative/additional provisions.

Projects/Strategies

19. Provide support to the HR Manager in developing and implementing change management strategies and initiatives.

20. Participate in organisational and management reviews and contribute to ensuring that resulting change is effectively managed.
21. Contribute to the design of, and the delivery of, training programmes to ensure the effective implementation of change management strategies and initiatives.
22. Lead and participate in projects in relation to HR, strategic and corporate initiatives as directed by the HR Manager and Strategic Lead – Human Resources, IT and Business Support.
23. Draft CLT, SLT and Joint Committee reports as required by the HR Manager.
24. Contribute to the development of the HR Section annual Service Plan.

Management of Assistant HR Adviser

25. Provide direction and management of the Assistant HR Adviser through the formal application of employment policies.

Miscellaneous

26. During busy periods within the team, the postholder may be required to provide generalist HR Support including but not limited to:
 - Providing timely and accurate advice to managers and employees on a range of HR issues.
 - Supporting managers with employee relations issues, including sickness absence, performance, disciplinary processes.
 - Attending and participating in formal disciplinary/grievance investigations and Hearings to provide HR support and advice.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility For Physical & Info	Initiative & Independence	Knowledge
1	2	1	4	6	5	1	4	5	3	4	5	7