

## JOB DESCRIPTION



Job title:

Group HR Manager

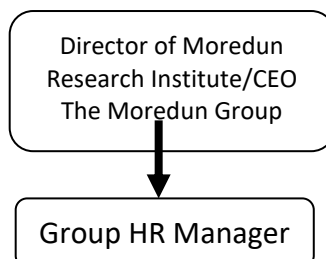
Pay Band

Band 10

Department:

Administration

Reporting Structure:



Staff reporting to postholder:

Senior HR Advisor

Main purpose of job:

Provide strategic, high-level professional HR advice to the Senior Management Group (SMG) and managers across the Moredun Group, influencing the development and delivery of the Moredun Group Strategic Plan, and business plans for the component parts of the Group.

Develop strategic solutions, ensure compliance with regulations, and lead on employee relations initiatives, fostering a positive and respectful workplace culture that supports engagement, retention and performance.

Main duties of postholder:

Provide specialist advice to SMG, managers and staff on all HR issues including resource planning, employment law, recruitment, training and development, remuneration and employee relations. Develop effective strategies in conjunction with SMG to deal with complex staffing issues e.g. significant organisational changes and restructuring.

Maintain a thorough knowledge of current employment law and advise management on compliance and risk factors. Advise SMG, to ensure they are fully apprised of HR implications before key business decisions are made.

Work with the HR Team to:

Develop consistency of practice in HR procedures and provision of advice across the Group.

Main duties of postholder:  
continued

Review processes within the HR department to improve existing practices and procedures, researching best practice as required and work consistently with current employment legislation, and trade union agreements.

Develop and manage the HR team, both strategically and operationally ensuring that an effective and professional HR service is delivered to the Moredun Group. Identify operational HR issues and contribute to strategic planning, management processes and implementation.

Establish and maintain effective relationships with SMG and staff across the Group with representation on Committees as required.

Lead on Health and Wellbeing and deliver the key aims of the strategy.

Take a lead role in delivering to the ED&I agenda

Carry out effective HR planning to ensure that the Group has the staffing and skills levels to meet business requirements in the short, medium and long term.

Manage the annual performance management cycle and salary review process.

Lead on career development opportunities for staff including routes to promotion, and job evaluation.

Advise on and develop creative and innovative solutions to improve business efficiency and effective cost management, using management information reports and key performance indicators to help identify areas for improvement for discussion with senior managers.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Attainments:</b>	PgDip in Human Resource Management / Degree or equivalent professional qualification.	
<b>Experience:</b>	Demonstrable experience of HR Management at a senior level providing a professional generalist service covering all areas of the HR Function.	
	A strong employee relations background with expert knowledge of employment legislation and significant experience advising at a senior management level.	
	Ability to manage and develop plans, HR metrics, reports and presentations.	

**Skills:**

<p><b>Communication</b> - excellent interpersonal and communication skills when dealing with a wide range of managers and staff.</p> <p>Able to provide verbal communications to staff, visitors, collaborators or clients.</p> <p>Able to provide information and guidance on a variety of HR topics and to contribute to Group plans and strategy.</p>	
<p><b>Managing relationships</b> – ability to deal with a wide range of people with tact and diplomacy</p> <p>Able to build and maintain effective working relationships with a range of people.</p> <p>Delegates and allocates work to the HR team within management area of responsibility.</p>	
<p><b>Team working</b> - ability to work flexibly and effectively as part of the team, including SMG.</p> <p>Able to effectively lead, manage and motivate HR colleagues.</p> <p>Key member of Senior Management Group and raises HR agenda items for discussions and agreement.</p>	
<p><b>Resilience</b> - strong ability to work with ambiguity and constantly changing set of circumstances and issues.</p> <p>Able to deal with emotionally demanding people and situations, including disciplinary and grievance.</p>	
<p><b>Confidentiality</b> – awareness of the importance of confidentiality.</p>	
<p><b>Planning and organisation</b> - able to work on own initiative, prioritise, plan activities taking into account deadlines and resources.</p> <p>Able to deal with frequent interruptions (in person, email and by telephone) and to switch quickly from one task or</p>	

	<p>situation to another then pick up where they left off.</p> <p>Provides advice and guidance on key capital purchases and upgrades e.g. HR Management System.</p> <p>Responsible for the management and storage of confidential and sensitive HR information and the need to comply with Data Protection legislation.</p> <p>Responsible for the authorisation of Training requests and the procurement of training providers.</p> <p>Management, adaptation, development of HR Management System.</p> <p>Management and authorization responsibility for the budgets</p>	
	<p><b>Decision making</b> – able to take independent action where necessary in line with policies and procedures.</p> <p>Ability to quickly assimilate complex information and take effective decisions when required.</p> <p>Able to demonstrate good judgment, problem solving and finding the most effective solutions in terms of budgets, HR legislation, working relationships and cost and time efficiencies.</p> <p>Ability to find effective solutions in situations of conflict or impasse (win/win).</p> <p>High level of autonomy to make decisions and will consult at a senior level as required.</p>	
<b>Skills:</b> <b>continued</b>	<p><b>Flexibility</b> – ability to adapt and work effectively with a variety of situations, individuals or groups.</p> <p>Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes</p>	
<b>Other skills</b> (please specify)		

**Other  
requirements**  
(please specify)