



APUC POSITION PROFILE

JOB TITLE **HR MANAGER**

LOCATION **Stirling (Head Office)**

REPORTS TO The HR Manager will report to the Chief Executive

Post Holder Name	
Post Holder Name should only be completed when this document is being used as a Development Matrix	

Purpose of the job

[This role is currently to be delivered on a 0.5 FTE basis]

Reporting to the Chief Executive, the HR Manager is a key part of the Corporate Services team.

The post holder will be a highly pro-active corporate minded Human Resources professional, a self-starter able to operate effectively on their own initiative.

The post holder will be responsible for managing / guiding / delivering as appropriate, the overall provision of Human Resource (HR) and Staff Development (SD) services to APUC/UCSS, while ensuring that HR & SD policies, procedures, practices and tools support the organisation to meet strategic objectives whilst ensuring compliance with legislative requirements and best practice.

The post will be a dynamic one and the post holder must be flexible to accommodate constantly changing needs of the role and be prepared to take on all allocated responsibilities that are required to be undertaken to ensure success of the HR / SD function. The role will require travel throughout Scotland although will mainly be based at the Head Office.

The post holder is required to demonstrate excellent gravitas and self-confidence, and operate to the highest levels of professionalism and ethical behaviour at all times.

Principal Responsibilities

				Development Matrix Use		
Name:				Name:		
Name:		Name		Date:		For Year:
	Responsibility	Competency	Expected Level	Current Responsibility Yes / No	Current Level (if current Responsibility)	Development Actions
1	Provide expert HR advice and guidance and act as a point of reference for the Chief Executive and managers regarding employee relations issues	Relationship Management	4			
2	Provide advice and guidance to all staff and managers in the application of HR Policies and Procedures	Organisational Awareness	3			
3	Ensure HR Policies and Procedures comply with current employment legislation / HR best practice and are applied consistency across the organisation	Organisational Awareness	3			
4	Provide advice and guidance where required on the resourcing strategy for the organisation. Manage the recruitment process for new staff.	Relationship Management	3			
5	Coordinate the induction process and provide a comprehensive HR induction for all new staff members, ensuring new staff members understand the role of HR and how to access HR support where required	Communications	2			
6	Ensure the HR processes for the administration of starters and leavers are followed and appropriate employee records are kept in line with data protection legislation	Results Focus	3			
7	Liaise with the APUC Finance Manager to ensure the accuracy of the monthly payroll, ensuring notification of changes impacting pay are made within the agreed timescales	Communications / Financial	2			

8	Act as internal systems administrator for the organisation's absence management system, E-days. Ensure accurate administration of accounts and relevant permissions are set as appropriate	Systems Capability	2			
9	Collate all completed Performance Development Reviews (PDRs) on an annual basis, carry out appropriate checks to ensure consistent application across the organisation and identify and put in place the resulting staff developments needs	Results Focus	2			
10	Support managers in dealing with a range of employee relations case work including discipline and grievance, management of performance and sickness absence	Relationship Management / Legal	3			
11	Provide advice and guidance relating to re-structure of the organisation as required from time to time and, where relevant, provide advice and guidance on exit management strategies including redundancy and other dismissals	Relationship Management / Legal	3			
12	Communicate in writing to employees regarding matters relating to their employment, including contract issue, change, performance, conduct, capability and dismissal	Communication / Legal	3			
13	Undertake any further activity required to ensure that HR and SD service is comprehensively and effectively delivered	Results Focus	3			

- **Knowledge and Skills**

- Be of high intellectual calibre, with the highest ethical standards
- Have an appropriate qualification in HR / CIPD qualified
- Have the essential competencies of clarity of purpose, self-confident integrity and strong influencing power; and
- Have up to date knowledge of employment legislation and HR / SD best practice
- Have considerable understanding of HR / SD management, policies and tools and how best to apply these in a complex environment
- Demonstrate high level communication skills with the ability to vary their communication style to individual circumstances
- Excellent knowledge and application of Microsoft Office package tools (Word, Excel & PowerPoint)

- **Experience**

- Significant experience of providing a comprehensive generalist HR / SD service in a complex environment
- Be experienced in working with managers to find HR solutions to a range of people issues, including those related to sickness absence and performance management
- Experience of providing systems administration support for an HR/absence management system
- Experience of working with employee data and records management

- **Contacts and Relationships**

- The post holder must build strong working relationships with all managers and staff across the organisation