

**Human Resources Manager (1.0FTE)
Human Resources
Permanent**

The Role

Job Title	Human Resources Manager
Location	Glasgow
Reports to	Director of Human Resources
Job Purpose	To contribute to the successful delivery of the HR function, as a member the senior management team within the department, by playing a lead role in employee relations casework, organisational change and staff development.
Key liaisons	<p>Internal contacts:</p> <p>Director of HR HR Manager Registrar and Secretary Planning and Management Group members Heads of Department (academic and professional support) All levels of staff throughout GSA</p> <p>Principal external contacts:</p> <p>Higher Education Institutions and sector working groups Universities and Colleges Employers Association (UCEA)</p>

Principal Accountabilities

In delivering the role remit the HR Manager will:

Take a lead role in the management and coordination of employee relations casework by:

- Developing a strong employee engagement approach in order to establish effective and productive working relationships with senior managers and colleagues across GSA;
- Facilitating formal processes and procedures in partnership with senior managers, including supporting the implementation of related recommendations and monitoring progress;
- Delivering regular, staff training sessions related to relevant HR policies e.g. performance management, capability, discipline and grievance.
- Delivering regular development sessions on core management topics: e.g. dealing with difficult people, early conflict resolution, organisational skills;
- Developing relevant HR policies and associated EIAs, including proactive liaison with GSA senior management and trade union representatives regarding emerging matters.

Take a lead role in the development of a range of organisational development activities and interventions to support structural and cultural change across GSA by:

- Consulting closely with the Director of HR, proactively working with senior managers on organisational change developments;
- Partnering with senior managers to highlight areas for improvement and assist them in the development of change initiatives.

In consultation with the Director of HR, develop and lead an annual Staff Development Plan, ensuring it is aligned with the strategic direction and ambitions of GSA through:

- Working with the Director of HR to ensure that the Staff Development Plan supports improvement and that the design and delivery of organisation and people development activities is relevant and responsive;
- Liaising with senior management on emerging staff development needs, and delivering or procuring solutions;
- Development, management, co-ordination, publication and promotion of central staff development calendar and training;

- Championing leadership and management development provision, with a view to increasing the capabilities of leaders and managers;
- Considering and proposing options for the provision and embedding of a coaching culture within GSA;
- Working closely with the Director of HR in terms of developing, delivering or procuring solutions to themes evident in Staff Survey results. Work closely with Planning and Management Group members to help them develop local interventions and to build their capacity and skill set in this area;
- Developing an appropriate evaluation mechanism for centrally provided staff development activities to measure effectiveness and impact;
- Monitoring the central Staff Development budget to ensure efficient and effective use and to maximise staff development opportunities, managing this funding in consultation with the Director of HR;
- Producing an annual report for the Planning and Management Group regarding delivery, progress, successes and challenges in the previous year and setting out a forward plan for the pending academic session.

Proactively work as the central lead for GSA's Career Review and Development process by:

- Liaising with Planning and Management Group members to encourage and improve completion rates;
- Ensuring that clear and regular formal reports are made to the Planning and Management Group and the HR Committee.

In order to deliver on the key accountabilities of the role the post-holder will also be required to:

- Maintain proactive membership of GSA's Trade Union Forum and the Board's HR Committee, including detailed liaison with trade union representatives (in consultation with the Director of HR).
- With agreement from the Director of HR, represent GSA on outside bodies and represent the HR department on internal committees;
- Work closely with the HR Manager to ensure that activities are aligned with other operational activities and objectives;
- Deputise in the absence of the Director of HR where relevant.

Person Specification

Knowledge and experience

- Relevant degree or equivalent experience in a discipline relevant to the role and context;
- Significant experience in a senior HR role;
- Extensive experience in the management of complex casework;
- A thorough understanding, knowledge and experience of organisational development best practice and how that may be supported through staff development;
- Demonstrable experience of leading organisational change initiatives;
- Proven ability to work independently, establish priorities and to multi-task to deadlines;
- Significant experience in policy development and report writing;
- Competent and confident user of standard IT software packages.

Skills and Attributes

- Proven ability to apply knowledge and expertise in a range of contexts;
- Pro-active approach to problem solving;
- A confident and cooperative style with an ability to foster effective working relationships with colleagues and partners at all levels;
- The ability to communicate effectively and to a high standard in writing as well as orally with the ability to pay close attention to detail and produce work to a consistently high standard;
- An ongoing commitment to learning and developing knowledge and skills.

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is six months.
Salary	Grade 7
Hours	35 hours per week, although the post requires that you may be expected to devote such time to the affairs of the School as is reasonably necessary to ensure the satisfactory smooth running of the School.
Holidays	35 days plus 11 statutory holidays per annum
Pension	Option to join Local Government Pension Scheme
Notice Period	3 months