



## Job Description HR Advisor

(9-12 month fixed term contract)  
(Part-time 21 hours a week)

**Grade 4:** £26,000-28,499 (pro rata )

**Hours:** Part Time (21 hours)

### Job Summary

Working as part of the Operations Team and reporting in to the Director of Finance & Operations (DFO), the postholder will support the DFO in developing and providing an HR support service for the charity. As well as offering first level HR support to line managers, the work includes investigating and trialling HR software options and reviewing and creating certain HR policies, practices and processes.

The post will also take a lead in organising the delivery of HR related training to managers to effectively carry out HR policies/practices.

### Key Responsibilities

- With support from the DFO and in consultation with our external HR Advisor, research, develop and or improve certain HR policies and procedures
- Offer day to day first line advice to managers in carrying out our HR policies and practices
- Organise and/or deliver appropriate staff/manager training to implement policies, where required, including sourcing/producing supporting documentation
- Supported by the DFO, carry out desk top review of potential HR software to assist with streamlining processes and increasing efficiency and analytical capabilities for HR related data
- Supported by the DFO, assist with the creation of an implementation plan for any approved software acquisition, including a relevant staff training programme
- Develop the existing Manager Competency Framework to extend for use with all grades of staff
- Create a staff handbook, and induction pack and process
- Compile an HR Data Protection statement for sending to staff for GDPR compliance
- Develop a Recruitment & Selection Policy and process, and source appropriate training for recruiting managers.

### Skills and Experience

- A CIPD qualified HR advisor with at least 2 years' experience undertaking similar work in a medium-sized organisation
- Experience of researching, designing and developing policies and practices in medium-sized organisations
- Knowledge and understanding of organisational culture and approaches to working in the not-for-profit sector
- Ability to deliver work to agreed timelines
- Ability to work with confidential information, recognising what constitutes confidential information and maintaining that confidentiality at all times
- Excellent interpersonal skills with a friendly, professional approach to supporting problem solving, policy implementation and staff training and development

- Excellent presentation skills with ability to influence and motivate learning in staff
- Desktop research skills with experience of producing policies, procedures and learning materials
- Excellent written and oral skills, with ability to adapt style of communications to fit organisational culture and values
- Experience of using HR software with ability to analyse information and data and present findings in a user-friendly format
- Ability to work collaboratively across the organisation, crossing departmental boundaries and establishing rapport with a diverse range of staff

The post is based at Scottish Book Trust's offices in the centre of Edinburgh.