

Senior People Manager

£38,987 - £47,093 pro rata, Edinburgh, 2 days per week

Location: This is potentially a hybrid role, with the option to split your time 50-50 between our office in central Edinburgh and working from home.

Reporting to: Head of Operations, Friends of the Earth Scotland.

Hours: This is a two day a week, two year fixed-term post with a possibility of extension. The post may require some work out of hours, for which time off in lieu will be granted. There will be no payment of overtime. We would also be happy to consider taking someone under a consultancy contract for this time period.

Salary scale: £38,987 - £47,093 per annum pro rata (£15,595 - £19,967). You would normally start at the bottom of the salary scale with annual anniversary increases.

Other: If employed on a payroll basis, you will receive a pro-rata share of 28 days annual leave plus 11 days statutory holidays. Friends of the Earth Scotland operates a Company Pension Plan with NEST, which includes an ethical option.

Closing date: 09.06.2023 at 12pm

Interview date: 21.06.2023

To apply and download an application form please go to www.foe.scot/jobs Please note we do not accept CVs as part of a job application.

Job purpose: This new role provides strategic and operational HR support to all areas of Friends of the Earth Scotland.

General remit: 2023 is an exciting year of change for FoES: we are developing a new three-year strategy and significantly reviewing all our HR processes and procedures. This role provides operational and strategic support to both the Head of Operations and the Director, and will significantly contribute towards the development of a new, aligned, HR strategy. Operationally, the role will provide advice and guidance to managers on best practice, organisational HR policies, terms and conditions of employment and employment law, attending the FoES Management Team meeting for HR related discussions and decisions.

The role involves:

- Supporting the Head of Operations and the Director with organisational development projects;
- Developing new HR policies, for example developing anti-oppression policies and practices
- Commission and delivery of staff training,
- Union liaison and negotiation,
- Ensuring legal advice is obtained when needed,
- Undertaking CPD to ensure that all HR related legal requirements are met,
- Revision of the staff handbook when required, and
- Participating in recruitment processes and onboarding.

Duties:

- To report to and work with the Head of Operations to develop and implement HR strategy
- To implement organisational initiatives including on anti-oppression
- To ensure that policies and procedures are developed, reviewed and updated as required,
- To build a positive relationship with FoES union, supporting the management team in union negotiation and consultations, including direct participation in negotiation
- To work with the Head of Operations and trade union in reviewing FoES's pay and employee benefits
- To act as a first point of contact internally for all general HR queries, including helping staff understand and exercise their rights and responsibilities.
- To provide advice and guidance to managers on all HR issues
- To maintain a good working knowledge of current HR practices and employment law and relevant case law changes
- To take the lead on disciplinary and grievance matters, including conducting investigations, preparing letters and packs, liaising with our retained legal service and advising on options for action
- To ensure absence management procedures for short- and long-term absence are being adhered to
- To participate in the recruitment process, including sitting on interview panels and providing advice on contracts and job descriptions
- To support discussions around reasonable adjustments for disability for new and existing employees
- To develop new line management and supervision procedures and support line managers in implementing them
- To work with managers in developing and implementing training plans linked to the line management and supervision process
- To deliver training to line managers and the wider team on new and existing HR policies, including the improved line management and supervision process
- To assess the FoES pension scheme to ensure it matches FoES ethical values while obtaining the best return for FoES and its staff
- To be involved in HR projects and implementing HR strategies as required

Skills, experience and qualities required:

Essential

- Chartered Member of the Institute of Personnel and Development
- Achieved the Chartered Institute of Personnel and Development level 5 or above, or has equivalent experience
- Strong working knowledge of employment law and good practice
- Experience of supporting organisations through change
- Empathetic, with strong interpersonal skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Experience of supporting managers across all areas of the employee lifecycle
- Experience in recruitment and selection
- Demonstrable commitment to environmental and social justice
- Good facilitation skills

Desirable

- experience of union processes and negotiation

- experience of working in the charity/third sector
- experience of working or volunteering in the Scottish environmental movement
- experience using Breathe HR system

Equal Opportunities

We would particularly like to encourage applications from racialised people, and people most impacted by climate change or other kinds of environmental, social, and economic injustice who are currently under-represented in the climate and environmental movements in the UK.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application and interview. Where two or more candidates are judged to be of equal merit, priority may be given to a racialised or migrant candidate as these groups are currently under-represented in the climate and environmental movements in the UK.