

## Job Description

<b>Role:</b>	National HR Policies Officer (Fixed Term – 0.5 FTE/17.5hrs pw)
<b>Reports To:</b>	Head of National Bargaining
<b>Direct Reports:</b>	N/A

### Role Objectives

To effectively work as a key member of the Colleges Employers Scotland Team by providing HR advice, guidance, and support to the Head of National Bargaining in pay, conditions of service, and primarily develop National HR policies for implementation across the college sector.

The postholder will work with a diverse range of key stakeholders, members and trade union representatives.

### Main Duties and Responsibilities

- Develop and maintain a technical knowledge of the HR matters and employment issues applicable to the sector.
- Identify and analyse appropriate robust statistical information and related sector HR data to support the Head of National Bargaining and wider team in the National Bargaining process.
- Provide advice, guidance and support to members and stakeholders on a range of HR topics related to National Bargaining.
- Provide advice to the Head of National Bargaining on a range of HR topics using effective communication methods. E.g. written briefings, meetings, and presentation.
- Create first draft reports and papers on HR policy issues that will inform and advise members, colleagues, and stakeholders.
- Develop and maintain key relationships with members and trade unions to ensure that effective outcomes are achieved.
- Work with members and trade unions to develop and support the implementation of agreed actions relevant to National Bargaining.
- Gather and collate member feedback to help inform service development.
- Use confidential employment data to identify issues, to compile reports and to provide solutions to HR issues applicable to the sector
- Undertake research on specific HR topics/issues, using benchmarking with other comparable organisations, and produce briefings/reports based on key findings.
- Represent the organisation on agreed committees and working groups and, where required by the Head of National Bargaining, act as the secretariat/technical support.
- Create first draft sector National HR policies and where required, procedures in line with current employment law being mindful when these will require to be updated.
- Proactively support College Employers Scotland wider HR activities, such as Job Evaluation as required.
- Proactively share knowledge and intelligence with the Head of National Bargaining, other team members, sector contacts, across committees and within relevant networks.
- Undertake projects and other tasks as directed by the Head of National Bargaining.

In addition to the duties and responsibilities noted above, the postholder will have other duties and responsibilities, as directed by the Head of National Bargaining, which will enable College Employers Scotland to fulfil its vision and achieve its mission.

## Person Specification

<b>Role:</b>	National HR Policies Officer
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to SCQF level 9 (e.g., Degree) or equivalent experience</li> <li>• CIPD Qualified or equivalent experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a similar role or in an HR generalist role</li> <li>• Working within Further Education/Higher Education or the public sector including NHS or Local Government</li> <li>• Working with trade unions and building relationships whilst working through consultation exercises and/or negotiations</li> <li>• Developing and implementing HR policies and procedures, including designing, and delivering training</li> <li>• Undertaking research and able to create accurate HR advisory papers.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date employment law knowledge, in relation employment relations and pay matters</li> <li>• Knowledge/understanding of public sector employment frameworks and employment legislation</li> <li>• Knowledge of Scotland's college sector is desirable.</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Ability to provide a range of HR advice and guidance on employment and policy matters</li> <li>• Ability to provide technical advice/support to the National Bargaining Leads and sector leaders during trade unions negotiations</li> <li>• Ability to extract information from Software Systems, to interpret the data and make recommendations on the way forward</li> <li>• Ability to listen to feedback and implement solutions</li> <li>• Ability to manage and deliver complex tasks, projects, and services</li> <li>• Ability to proactively support and advise HR peers and groups of professionals</li> <li>• Highly effective influencing and negotiation skills</li> <li>• Excellent organisational, planning and project management skills</li> <li>• Excellent report and briefing writing skills</li> <li>• Excellent problem-solving skills</li> <li>• Proven intelligence gathering and networking skills.</li> <li>• Proven research skills</li> <li>• Highly developed communication skills (both written and verbal)</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Credible at the writing and producing of HR Policies</li> <li>• The ability to operate effectively and rationally in a highly politicised environment</li> <li>• A high level of interpersonal, communication (verbal and written) and influencing skills</li> <li>• Absolute personal integrity</li> <li>• Significant personal drive and resilience</li> <li>• Tact, diplomacy and the ability to build and sustain relationships with colleagues and stakeholders at all levels</li> <li>• Flexible in approach and able to respond creatively to new developments and to adjust priorities according.</li> <li>• Resilient in the face of setbacks and challenges</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Solutions-focused, self-motivated, and determined to succeed</li><li>• Able to build and sustain relationships with colleagues and stakeholders at all levels</li><li>• Able to work under pressure, and to tight deadlines, while maintaining work quality</li><li>• Supporting team members work and providing cover as required</li><li>• Able to support colleagues and stakeholders throughout challenging times.</li></ul> |
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