



## JOB DESCRIPTION

### HR and L&D Advisor

The Donaldson Trust are on a 10-year journey to excellence with the purpose of promoting and encouraging children, young people and adults with neurodiversities and individualised support needs to realise their potential. Our vision is to be the most respected organisation in Scotland for the services offered to people with Neurodiversities. To support us on this journey, we require the best people to help us realise our aims of being relevant; vibrant, agile, and sustainable.

#### Job Purpose

- Reporting directly to the HR and L&D Lead, the Advisor will play a key role in supporting the Trust to achieve its goals by contributing to the delivery of a comprehensive, high-quality and responsive People function.
- Providing confident and professional advice to managers and staff whilst supporting day to day processes and policy implementation across all aspects of the employee lifecycle.
- Contributing to the successful implementation of the 10-year strategic plan, specifically through providing support to projects and initiatives emerging from the people strategy, ensuring that HR and L&D activities align with and advance the Trust's vision and values.
- Using a partnership approach and solutions-oriented style; the Advisor will contribute to a positive, values-based and collaborative culture across the Trust.

#### Key Responsibilities

Contribute to the delivery of a comprehensive, high-quality and responsive People function by:

##### Enabling and empowering excellence in people management

- Providing tailored and pragmatic professional advice, taking account of legislation, policies and best practice.
- Contributing to upskilling managers to support excellent people management in practice.
- Participating in a regular cycle of policy development and review, ensuring policies and associated guidance are simple, clear and business-focussed.
- Coaching managers on employee relations issues, ensuring casework is managed and supported appropriately.
- Maintaining and developing our digital HR and L&D platforms, acting as a trusted expert to increase automation of processes and encourage self-service capability.
- Facilitating a proactive and robust approach to absence and leave management.
- Ensuring people records are accurate and current, in line with legal and policy requirements.
- Monitoring, analysing and benchmarking trends relating to HR and L&D activity, providing regular management information.
- Keeping abreast of legislative change and best practice in employment and contributing innovative ideas to inform continuous development of our services, support and advice.

### **Attracting, recognising and retaining the best talent**

- Providing support to organisational design and workforce planning processes.
- Overseeing end-to-end recruitment and pre-employment processes, working closely with hiring managers.
- Co-ordinating the corporate induction programme, liaising with all partners in this process to ensure a smooth welcome to the Trust for new colleagues.
- Promoting employee benefits to staff to maximise uptake and ensure full awareness of our total rewards package.
- Liaising with Finance colleagues to ensure the accurate and timely delivery of payroll.

### **Developing our values, skills and behaviours in practice to support our ambitions**

- Ensuring that the Trust's people practices are based on and align with our values.
- Supporting an agile and capable workforce by contributing to learning needs analysis, planning and monitoring.
- Creating bespoke development activities using digital solutions to meet identified gaps, in partnership with internal subject matter experts.
- Co-ordinating probation and performance management processes.

### **Supporting a positive, values-based and collaborative culture**

- Proactively building and maintaining effective relationships with internal and external stakeholders, working in partnership to support achievement of the Trust's objectives.
- Contributing to a strong engagement culture by supporting mechanisms for staff involvement and feedback, such as meetings, working groups and people surveys.
- Championing a strong commitment to diversity, inclusion and equality.
- Leading on designated employee wellbeing initiatives.
- Contributing to positive internal communications, developing relevant and timely content.
- Providing support to other projects and initiatives as required, including those relating to organisational change.

This document provides a concise statement of the current major tasks and activities of the job. It is not an exhaustive list of all its detailed duties.

### **Additional Responsibilities**



Within organisational policies and delegated authority be responsible for:

- Promoting and upholding The Donaldson Trust's principles, ethos and values.
- Understanding and complying with legislation, regulatory standards, the Trust's policies and procedures and quality standards.
- Maintain your continuous professional development and demonstrate a practice of reflective learning.
- Contribute on a wider basis as appropriate to the work and objectives of the Trust, for example, through taking on a role as representative or champion.
- Attending First Aid training as a designated First Aider for the Trust
- Attending Fire Warden Training as a designated Fire Warden for the Trust
- Carrying out any other duty as reasonably directed by the HR function lead

#### **Behaviours**

- Be a role model for colleagues and stakeholders, showing energy, determination, flexibility and positive personal leadership that will support our aims of being relevant, vibrant, agile and sustainable.
- Adopt a flexible personal leadership style with the ability to challenge as appropriate and the ability to give, receive and act on constructive feedback
- Take personal responsibility for achieving high performance in your role, by being open to learning new skills, receptive to coaching and mentoring, embracing opportunities for innovation and growth and focussing on solutions
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning

#### **The Values Donaldson's live by**

##### **Individual capability**

Everyone has their individual capabilities; we find them. Help people reach their own potential. We loosen the confines, remove the barriers. We believe in every single person. Treating people as individuals shows we are flexible in our approach

##### **Creativity**

We are curious, forward-thinking, always looking for a better way. One day, we will be truly pioneering.

##### **Human dignity**

We have integrity. We treat everyone with respect. We listen.

##### **Compassion**

We understand. We have empathy. We are kind and caring.

**Openness and honesty**

By being open and honest we earn trust; from that, we build rewarding relationships

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**PERSON SPECIFICATION**

1.	Qualifications	D/E
	HND or equivalent in a related discipline or working towards this	E
	Evidence of current and relevant Continuous Professional Development	E
	Membership of the CIPD at Associate level or above	D
2.	Skills / Abilities	
	Excellent verbal and written communication skills; ability to express information and ideas concisely and persuasively	E
	Ability to build and maintain good relationships and work collaboratively	E
	Ability to influence and provide positive and constructive challenge	E
	Excellent organisation and planning skills	E
	Ability to anticipate, understand and meet customer needs in a timely way, providing a positive experience	E
	Ability to strictly maintain confidentiality within the working environment	E
	Ability to plan and prioritise own workload and manage competing demands	E
	Strong attention to detail	E
	Ability to work with, interpret and effectively manage data	E
	Ability to work digitally and embrace technology	E
3.	Experience	
	3 years generalist HR experience	E
	Experience in the use of Microsoft packages	E
	Experience in working with HR and L&D systems	D

	Experience in developing and delivering learning content	D
	Payroll experience	D
4.	Knowledge	
	Excellent knowledge of best practice in HR and L&D	E
	Good knowledge of employment law	E
	Knowledge and understanding of neurodiversity	D
5.	Behaviours	
	Highly self-motivated with a self-managing “can do” attitude	E
	A proactive, solutions-focussed and collaborative approach	E
	Strong integrity and sense of personal responsibility	E
	A compassionate, empathetic and person-centred style	E