

Director of People and Culture

- Division:** Directorate
- Department:** People and Culture
- Location:** Edinburgh, with flexible hybrid options:
We know that the traditional ‘nine to five’ in the office does not suit everyone, and we also love spending time with our colleagues creating some of our best work and ideas. That’s why you can spend up to 60% of your working week at home, if that suits you.
- Geographical focus:** Scotland-wide
- Contractual status:** Permanent
- Hours:** 35 hours per week, Monday to Friday
- Line manager:** Deputy Chief Executive Officer
- Direct reports:** HR Adviser
- Salary:** Circa £60,000
- Job purpose:**

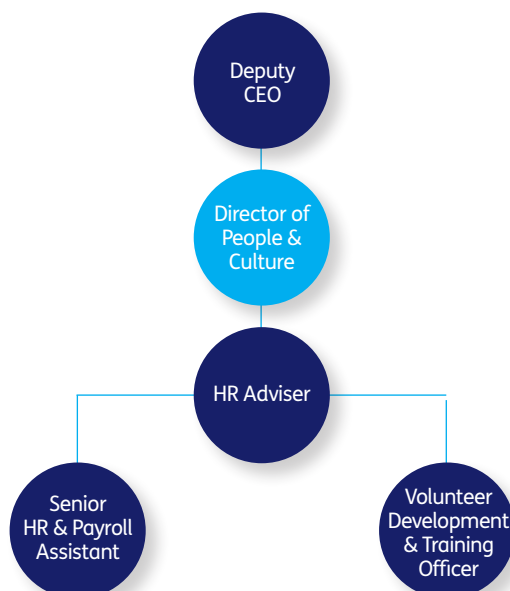
Our people are our biggest and most important asset, and we want Age Scotland to be the best charity in Scotland to work for!

With responsibility for the design and day-to-day implementation of relevant HR policies and strategic initiatives, you will help create a culture that promotes diversity and inclusion, flexibility, productivity, creativity, innovation and growth.

People-centred, you will develop and implement a strategy which uses a learning and development approach to attract and retain talent and create an environment where staff and volunteers feel valued and supported to do their very best.

Living our values, you will approach the role with integrity, while involving, inspiring and empowering our teams, so that together we can create better outcomes for older people in Scotland.

Organisational chart:



Main responsibilities

Strategy

- Develop and implement the overall people strategy to include culture, diversity and inclusion, and employee wellbeing
- Use a learning and development approach to attract and retain talent
- Ensure innovative recruitment and succession planning is in place
- Lead and provide strategic direction to the development of employee pay, reward, recognition and benefits
- Review and, where appropriate, streamline our pay grading structure to ensure consistency, transparency and fairness
- Develop and implement HR policies and procedures while promoting consistency and fairness in their application
- Develop and maintain HR information systems
- Ensure UK employment law is adhered to
- Define objectives and success metrics

Culture

- Champion a culture that promotes diversity and inclusion, flexibility, productivity, creativity, innovation and growth
- Deliver on our commitment to the Fair Work Scotland standard and other good practice industry benchmarks
- Develop and implement a people-centred annual appraisal system which includes a coaching approach, identifying training opportunities and performance management tools
- Stimulate staff and volunteer engagement and involvement, work with the colleague forum and lead on staff and volunteer surveys
- Ensure staff and volunteer feedback is used to generate reflection, learning and improvement

Wellbeing

- Create policies that are caring and considerate and contribute to good work/life balance
- Work with the health and wellbeing team to implement internal projects that enhance employee physical and mental wellbeing

Employer brand

- Work with the marketing team to positively position Age Scotland as an employer of choice
- Driven by the charity's values and brand guidelines, ensure consistency and tone of voice throughout all internal and external employee related communications

Budget

- Manage and forecast the people and culture budget
- Ensure an appropriate reward strategy and structure that is transparent and in line with our values
- Oversee annual processes to assess and update staff pay and benefits
- Manage the charity's pension scheme and other benefits

Collaboration and relationships

- Design and implement an exceptional onboarding and induction experience for staff and volunteers and ensure consistency of approach across the charity
- Support cross-organisational working practices
- Ensure safeguarding policies are up to date and reporting mechanisms are clear and accessible to all staff
- Provide regular advice and guidance to the deputy chief executive and senior management team on strategic people management
- Support the HR team to engage with managers on employee relations
- Seek external HR support from the charity's solicitor when appropriate
- Prepare and analyse HR metrics to provide feedback that supports decision-making

Innovation

- Stay abreast of the latest developments, best practices and trends in HR, culture, wellbeing and diversity and inclusion to bring leading insight and expertise to our charity
- Explore new technologies to enhance HR functions

Team management

- Lead the HR team to deliver services and develop effective working practices that are responsive and agile to meet the needs of internal stakeholders
- Promote the professional development of the team and facilitate ongoing performance management including objective setting, learning and development, coaching, and wellbeing

Person Specification

Experience

- Significant and proven experience of leading and managing HR functions
- Track record in developing and delivering HR/people strategy
- Experienced leader and budget holder, having operated at a senior level in comparable organisations and managed multi-disciplinary teams and budgets
- Strong understanding of fundamental payroll processes, employment law and best practice in recruitment, people data management and reporting and employee relations
- Experience acting as a business partner and adviser to HR managers and/or senior staff
- Proven experience of building and maintaining relationships at a senior level
- Experience of working with a Remuneration and Nomination Committee or People and Culture Committee (desirable)

Knowledge

- Sound and up-to-date understanding of HR and organisational development practices, including but not limited to change management, resourcing, compensation and benefits, and policy development
- Proficient understanding of UK employment legislation and regulations

Skills

- Ability to think and plan creatively at strategic and operational levels
- Ability to balance a strategic approach with hands-on work
- Communicate sensitively and effectively with a wide range of people
- Lead and motivate a positive and inclusive team ethos
- Build professional partnerships with staff and managers
- Overcome barriers and find solutions to complex problems, sometimes in challenging and stressful circumstances
- Strategic thinker who is prepared to adjust approach
- Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility
- Political acumen, strategic vision, tactical skills, and leadership that will impact internally on the charity

Personal qualities

- Commitment to and compliance with Age Scotland's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to Age Scotland's vision, mission and values

Qualifications

- A postgraduate degree holder in human resources, business studies or a similar discipline, or equivalent experience.
- CIPD membership at Chartered or Fellow level or equivalent experience.

Additional requirements

- Commitment to working alongside and supporting volunteers
- Willingness to work from the Edinburgh office when required (Please note, travel costs from home to the office will not be reimbursed)
- Employees are expected to have a suitable home-working space with a good broadband connection for occasional homeworking
- Ability to travel to multiple sites and locations as and when required
- Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values in your work (empowering, inspiring, inclusive and integrity)
- Any other duties as may reasonably be required from time to time