

Senior HR Advisor

Corporate Services Group, Band 1C



Audit Scotland provides the Auditor General for Scotland and Accounts Commission with the services they need to carry out their duties. Together we ensure that the Scottish Government and public-sector bodies throughout Scotland are held to account for the proper, efficient and effective use of public money. We employ around 340 staff in a wide variety of roles, working in a flexible environment of home and office working as well as from audit sites across Scotland. Our offices are based in Edinburgh, Glasgow, Inverness and Aberdeen.

Overall purpose of the role

Our Human Resources team sits at the very heart of Audit Scotland. You'll be joining around seven talented and experienced professionals helping around 340 colleagues across our organisation as they deliver world-class audit to their clients across Scotland's public sector. Audit Scotland and the HR team is respected across the whole of Scotland's public sector and the UK's other public sector audit organisations.

This role helps our HR team to deliver an excellent generalist HR support service across Audit Scotland. As an experienced HR professional, you will play a large part across a variety of work including, creating effective recruitment campaigns, agreeing selection criteria and coaching hiring managers. You'll help with onboarding, managing salaries and pay records, contract amendments, absence management, leavers, contract management, system administration, data reporting and case management. In fact, the whole employee lifecycle from our graduate schemes through to senior executive leadership. It's a varied role, with plenty of autonomy and excellent opportunity for career development.

What you will be doing

You will play a part in participating in some of our working groups helping to develop and improve our business and making it a great place to work for everyone. You believe that it is people that make great organisations. You know that finding and recruiting great people is at the heart of world-class organisations. Diversity and equality are important to you and features in how you go about your work at Audit Scotland.

Our HR delivery team provides accurate, high quality professional guidance and advice to managers across a range of employee relations matters – performance, grievance, disciplinary and redeployment. All of this drives your own personal development, research, networking and ability to persuade and influence others – that’s why you’re an HR professional. Your belief about the fantastic potential that exists in your colleagues drives your desire to help create a modern, better way of working and it’s infectious when you share it with others.

You understand enough about human motivation, recruitment, dealing with performance, attendance challenges or workplace disagreements so that you can work with and support your HR colleagues – you can draw upon experience to help managers, team members and union representatives deal intelligently with issues. You will support and coach junior colleagues in the team, whilst identifying improvements and opportunities for us to continue our delivery of an excellent service.

You’ll help make Audit Scotland a world-class public sector audit organisation by:

- Delivering effective recruitment and selection campaigns in association with external consultants and internal clients. Ensure appropriate candidate management (using our in-house e-recruitment system) through to appointment and adherence to organisational policy and employment good practice. Supporting recruiting managers throughout the process.
- Supporting the team with all current HR processes to support all aspects of the employee lifecycle ensuring accurate and appropriate documentation and records. This includes appointments and new employees, employment changes, leavers processing, monthly payroll variables, maternity and paternity.

- Provide effective support to line management on a range of issues including employment law, health & safety and employment policies as appropriate.
- Managing absence and employee relations cases as appropriate, knowing when to escalate.
- Support the production and review of key HR performance indicators and regular reports (including diary entries, sickness absence, evaluating learning & development activities), to support operational management and reporting of management information. Review and benchmark statistical data in conjunction with the HR Assistant Manager.
- You understand systems and processes are the foundation of a solid HR infrastructure and you have the skills and experience to produce and interrogate statistical data as required.
- Lead or support on specific HR projects which occur on an annual basis, for example, graduate recruitment, gender pay gap reporting, employee health checks, renewal of Disclosure Scotland checks, drafting employment policies, data analysis and working with senior managers across a range of working committees.
- Deliver a quality, flawless and efficient in-house HR service delivery function that is recognised as being superb when benchmarked with other professional services organisations and audit agencies from across the world (to ensure we deliver value for money for the UK taxpayer).
- Work seamlessly with our colleagues in Communications to ensure that our Audit Scotland employer brand is synonymous with our values and our desire to be one of the very best places to work in the world of financial and performance audit.
- Work together with the other great people in our HR team and help us achieve our ambition for exceeding internal clients' expectations every year – coaching colleagues and providing helpful feedback or just pitching in with help on other projects and work as and when needed.

Knowledge and experience

As an experienced HR Advisor, you will have strong planning skills and the ability to take responsibility for managing short term projects through to delivery. When you make a promise, you always keep it – you deliver on time, on budget and to high quality and are not afraid to seek

feedback to improve your performance. You have an eye for detail and enjoy the autonomy of planning and delivering your portfolio of work without the need for close management.

An effective team player and self-motivated, you will support the wider HR team and work in partnership with internal stakeholders, external consultants and employee union representatives building productive relationships to aid success.

You must be capable of managing and prioritising your workload, understanding when and where to seek additional support and approval. You will be a true team player, share our values and work closely with colleagues across the business to help ensure our core service delivery is maintained to an excellent standard and key improvement programmes are well supported.

Person specification - specific knowledge and experience

Essential	S / I / A*
You have proven experience of working in a generalist HR team, managing the range of employee lifecycle events coupled with sound experience and knowledge of HR systems and processes.	S / I
You will be confident in providing advice and guidance to all levels of the organisation on employment related matters, knowing when to seek support from more senior colleagues.	I
You must be capable of managing and prioritising your workload, understanding when and where to seek additional support and approval including project management experience.	S / I
Good attention to detail and ability to calculate employee changes to salary or allowances.	S / A
Proficient with Microsoft Office (Outlook, Word and Excel)	S / I
A good standard of written English, with experience of writing reports or documents.	S / A / I
You're emotionally intelligent and can work with people from different backgrounds.	I

You bring improvement ideas and solutions for your internal clients with the ability to persuade and influence others. Your values align with Audit Scotland (integrity, quality, inclusion).	I
Desirable	
You're a CIPD member.	S
HR system administration skills	S / I
Graduate recruitment project management	S / I
Experience of providing feedback and coaching colleagues in the team	S / I
Experience or passion for diversity and inclusion improvements	S / I
Experience in the public sector or an understanding of the differences between private and public sector employers	S / I

*S = Shortlisting criteria I = Interview criteria A = Assessment / Exercise

Organisational position

