

## APPLICANT PACK

### HR MANAGER (POLICY & REWARD)

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

Job Purpose	
<p>Working within the Employment Relations and Reward Team (ER&amp;R), lead on the development, review and delivery of ER&amp;R products and services, including HR policies and procedures, pay and reward outcomes, employee engagement initiatives and providing subject matter expert advice and guidance across a range of media, consultation and negotiating with Trade Union Partners and other stakeholders as required.</p> <p>The role is based within our Headquarters, next to the Gyle Shopping centre in Edinburgh, however due to Covid-19 there may be some home based working.</p> <p><b>Please note:</b> as part of your application, you will be asked to upload your CV into an upload area. Within your CV, please ensure you detail your skills and experience in relation to the following four competency areas. The following areas will be assessed at the sift:</p> <ol style="list-style-type: none"><li>1. Chartered Member of the Chartered Institute of Personnel &amp; Development (CIPD) or actively working towards and likely to achieve within a 6 month period.</li><li>2. Degree-level qualification in an HR or business related discipline.</li><li>3. Experience in the design, development, implementation and review of HR products such as policies, procedures or collective agreements.</li><li>4. Experience in the management of Employee Reward <b>or</b> Employee Relations.</li></ol>	
Key Responsibilities	
1	Responsibility for reviewing, monitoring and developing HR policies, procedures, products and services in consultation with Trade Union Partners and internal and external stakeholders, ensuring on-going compliance with current employment legislation and Civil Service Management Code provisions.

2	Preparing and planning for both general and specific reward and engagement interventions for the SPS including scoping, negotiation and implementation of annual staff pay outcomes and employee benefits framework.
3	Providing advice and support to users to ensure consistency and effectiveness of Employment Relations and Reward products and HR policies, identifying potential organisational risks and proposing solutions where appropriate.
4	Support the formulation and preparation for the negotiation of corporate-level change initiatives with Trade Union Partners and internal stakeholders, including leading on HR projects where required.
5	Researching and preparing correspondence in relation to Employment Relations and Reward matters, including briefings for Executive Management Group and Scottish Government.
6	Leading on the resolution of individual and collective disputes at national and local level developing the Management case for matters progressing to ACAS conciliation or arbitration.

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Intrinsic Characteristics	Assessment Methods
Cognitive Ability	Cognitive Ability Test – verbal & numerical reasoning.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Chartered Member of the Chartered Institute of Personnel & Development (CIPD) or actively working towards and likely to achieve within a 6 month period.	Essential	CV Application <i>(You will be asked to provide evidence of certificates at Interview, where applicable)</i>
Degree-level qualification in an HR or business related discipline.	Essential	CV Application <i>(You will be asked to provide evidence of certificates at Interview)</i>
<b>Experience</b>		

Experience in the design, development, implementation and review of HR products such as policies, procedures or collective agreements.	Essential	CV Application Written Exercise Interview
Experience of interpreting and applying key aspects of employment law, taking account of organisational context.	Essential	Interview
Experience in the management of Employee Reward <u>or</u> Employee Relations.	Essential	CV Application Interview
<b>Knowledge &amp; Skills</b>		
<b>Communication &amp; Interpersonal Skills</b> Excellent interpersonal and communication skills (both verbal and written) with the ability to vary and tailor your style of communication to suit the needs of the audience	Essential	Written Exercise Interview
<b>Planning, Implementation and Control</b> Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands of your own and others' workload to ensure outputs are delivered on time.	Essential	Interview
<b>Problem Solving &amp; Decision Making</b> Excellent decision-making skills with evidence of your ability to analyse complex issues, problem solve and produce credible recommendations by exercising a high level of initiative, judgement and discretion in proposing appropriate actions to be undertaken.	Essential	Written Exercise Interview
<b>Building &amp; Maintaining Relationships</b> Leadership and management skills with the ability to build and maintain effective working relationships with all internal and external stakeholders, demonstrating your ability to negotiate with and positively	Essential	Interview

influence others to achieve desired results.		
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## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	23 October 2020	<b>Time</b>	12 noon
<b>Shortlisting</b>	<p>27<sup>th</sup> October 2020</p> <p>Your application will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system. If successful you will complete cognitive ability testing.</p>		
<b>Cognitive Ability Testing</b>	<p>Live: 29<sup>th</sup> October – 2<sup>nd</sup> November 2020</p> <p>You will be emailed by our testing providers to your nominated email address, with links to the testing; these links will be open for 24 hours a day during the above dates.</p> <p>Failure to complete will result in your application being withdrawn</p>		
<b>Assessment: Written Exercise &amp; Interview</b>	<p>If successful at the cognitive ability testing stage, you will be invited to undertake a written exercise and interview. You will receive a formal invite to interview via your online recruitment account.</p> <p>The written exercise timescales will be from <b>3<sup>rd</sup> November – 9<sup>th</sup> November 2020</b>.</p> <p>The interview is due to take place on <b>11<sup>th</sup> November 2020*</b></p> <p>Further information will be shared with candidates progressing to this stage of the process via the formal invite to interview.</p>		

**\*please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Courtney Kerr** by email at: **Courtney.Kerr@sps.pnn.gov.uk** or by telephone on: **01324710493** to allow reasonable adjustments to be made to assist you.

