

Delivering for Excellence HR Officer (Election Project), Grade 3

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship: Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Supporting the HR office and Members' HR Services team to plan and deliver its election project
- Providing employee relations advice to MSPs, including personal responsibility for probation, attendance and performance management, and discipline and grievance casework
- Supporting the L&D Advisor in the delivery of MSP staff training and development programmes

And in delivering these you will have:

- A CIPD qualification with experience of redundancy handling
- The skills, knowledge and experience to be able provide credible employee relations advice (including handling redundancies, employment contracts recruitment and induction processes)
- Good problem solving skills with the ability to come up with practical solutions
- The ability to pro-actively manage cases to resolution ensuring as successful an outcome as possible

Excellence: Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Meeting MSPs who are standing for election to take them through the consultation process for staff who may be at risk of redundancy, ensuring compliance with employment law requirements
- Managing the end-to-end redundancy process for MSPs who are not standing or not returned at the election, showing sensitivity and empathy in what can be difficult circumstances
- Ensuring that new starts are processed and all contractual arrangements are in place for staff in line with statutory requirements and our own SLAs

And in delivering these you will have:

- Redundancy handling experience
- The ability to manage your workload without significant direction
- The ability to stand your ground and remain consistent in the advice you give, particularly when being challenged by someone more senior than you

Respect: Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Meeting and quickly establishing a positive working relationship with newly-elected MSPs to provide them with an HR induction and advice about setting up their office
- Being pro-active in developing and maintaining effective relationships with MSPs and their teams
- Providing advice and information to MSP staff as appropriate
- Providing advice and support to other members of the team, in particular, the HR Administrators

And in delivering these you will have:

- Empathy and resilience to deal with sometimes sensitive and difficult situations
- The ability to form effective relationships with MSPs and their staff so that they are confident in approaching you for advice
- The ability to make a positive contribution to the team by providing support, advice or guidance

Inclusiveness: Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Contributing to the introduction of new processes or systems to support MSPs as employers
- Supporting the L&D Advisor in the delivery of MSP staff training and development programmes

And in delivering these you will have:

- Excellent time management and organisational skills and ability to work under pressure and to tight deadlines to meet team's service level agreements
- Good communication skills with the ability to clearly explain options and persuade people why a course of action would be advisable
- A commitment to working collaboratively with colleagues and stakeholders

Getting in touch

For further information about the role, please email Amy Macgillivray, Amy.Macgillivray@parliament.scot.

For any queries on the recruitment process, please email Jo Tod, Joanna.tod@parliament.scot.