



JOB DESCRIPTION: HR PROJECT MANAGER

Job Title:	HR Project Manager (Fixed term 12 months)
Hours:	35 hours per week (1.0 FTE)
Reports to:	Head of Finance
Salary Banding:	F4
Location:	Riverside House, Edinburgh or Pentagon Centre, Glasgow

Job context

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve lives. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

Following a period of rapid growth during the Covid-19 pandemic, the potential financial future of Corra needs to move away from reliance on Scottish Government funding and diversify its income sources. There is appetite to explore philanthropic giving, as well as making sure that the organisation runs as effectively as possible.

The HR Project Manager role is a key member of the Corra Team contributing to the professional running of the organisation and assisting with the ongoing development of the charity.

Job overview

As the HR Project Manager within Corra, you will be working with the Senior Management Team and operational line managers to support them through various HR-related matters.

In addition, you will be proactively looking at Corra's policies and procedures to ensure that they are updated to reflect modern working practices and ensuring that line managers are appropriately trained in updated ways of working.

You will also be responsible for ensuring that all information held within the HR systems is kept up-to-date and accurate.

The successful applicant will have experience of working within HR, and have sound knowledge of relevant legislation, policies and procedures.

You must have (or be working towards) a relevant HR-related qualification and have a minimum 3 – 5 years' experience.

This role would be suitable for someone who has experience as a HR Manager who has a strong mix of business partnering, good admin skills and the capacity to develop and deliver training sessions.

This role offers flexibility in part-time hybrid or WFH setup.

As with other Corra staff, there will be the requirement to be flexible and to provide support for other aspects of Corra business as and when required.

Job purpose

- To review and develop appropriate organisational policies & procedures.
- To coach and train line managers on how to conduct the HR aspects of their roles.
- To ensure that HR data is up to date and compliant with GDPR requirements.

Structure

An organogram showing Corra's structure, and where this role fits, is available.

Main activities and responsibilities

We want to support our managers and key business areas to deliver effective people management. This includes enabling managers to manage complex people management issues effectively such as recruitment, attendance, performance, probation and grievances. Developing strong relationships with managers and is a key aspect to achieving this.

By supporting managers in applying policies and procedures effectively we enable individuals to give their best. The roles involve multi-tasking, influencing and effective decision making taking into account policies, procedures, employment law and best practice.

The key to the HR Project Manager role is managing a range of complex issues, effectively multitasking, and using sound judgement and influencing skills combined with the ability to build effective relationships.

Data Processing

- Timely and accurate data entry of HR records and documentation on files.
- Supporting recruitment processes.
- Creating and up keeping training records.
- Dealing with changes to T&C's / variations to contracts.

Training

- Supporting the development and introduction of new/revised HR systems and processes.
- Supporting the induction of all new staff members

Support for HR Processes

- Developing and maintaining relationships with line managers providing timely professional advice in accordance with Policy, best practice, and legislation. Coaching and supporting managers in relation to employment issues.
- Managing a caseload of people management cases seeking to produce creative solutions to issues highlighting risk in order that informed decisions can be taken.
- Pro-active attendance management monitoring including supporting managers with required interventions and escalating issues of concern where interventions are not implemented.
- Co-ordinate with Head of Corporate Services to set-up and maintain HR reports and dashboards.

Corra team

Participate fully as a member of Corra's team, demonstrating commitment to the organisation's values, attending staff meetings, support and supervision sessions and training as required. If required, support the work and promotion of any other area of Corra's business in fulfilling its strategic aims.

Key relationships

- Head of Corporate Services
- Senior Management Team
- Line Managers
- Wider Corra teams
- Charity network peers

Key skills

- Relevant practical experience.
- Generalist HR.
- Experience of practical application of employment law.
- Experience of staff development and performance management.
- Ability to deal with matters sensitively and confidentially.
- First-rate interpersonal skills and ability to business partner at all levels.
- Ability to quickly establish trust and instil confidence in senior leadership teams.
- Effective decision making and problem-solving skills.
- A proactive, creative, and solution-focused mindset.

Working conditions

This role will be based at Riverside House, Gorgie Road, Edinburgh or Pentagon House, Washington Lane, Glasgow, with a flexible approach to carrying out an element of work from home.

The jobholder is line managed by the Head of Corporate Services. Regular support and supervision meetings as well as bi-annual appraisal meetings will take place.

Corra is committed to its staff, including through a focus on learning and development. Corra is a Scottish Living Wage employer, holds the Healthy Working Lives Bronze Award and is happy to consider flexible working.