

Overview

Working as an HR Business Partner within a busy and dynamic HR team, you will support people managers to build their people capability and give advice and guidance on current or recurring people challenges as well as developing and deploying expertise and advice that helps shape positive change.

You will have an appreciation of Carr Gomm values: *Choice, Control, Interdependence, Respect, Openness & Honesty, Kindness and Compassion*, while developing a great understanding of the organisational goals and objectives both for the people we support and all employees.

We currently operate a hybrid working pattern which involves a minimum of one day based at our National Service location in Edinburgh.

We are a dynamic and supportive team with an aim to ensure that every team member flourishes and reaches their career ambitions.

Responsibilities & Success Factors

Reporting to the Head of HR, this role requires a generalist background with broad HR experience and a working understanding of the HR partnering model. This role is a great opportunity for someone who is ready for the next step in their career, into a HR Business Partner role.

As a **HR Business Partner** you will support organisation effectiveness by developing and implementing solutions which are aligned to the business strategy. You will lead the HR vision, including role modelling great personal and team leadership, and take an active role in ensuring the HR operating model continues to meet the evolving needs of a dynamic organisation.

You will build strong relationships throughout Carr Gomm and develop a deep knowledge of our operation, policies and strategic objectives. Some travel may be required to our localities throughout Scotland.

You will provide a comprehensive HR service which guides, coaches and advises on the range of HR activities and will bring evidence-based practice and expertise into the organisation in the following areas:

- **Recruitment:** developing and sustaining recruitment and retention initiatives and interventions.
- **Organisational Development:** researching and implementing continual professional development good practice and accredited learning opportunities, including leadership programmes, to ensure employees get the best out of their development.
- **Employee relations:** providing advice, guidance and solutions with a pragmatic approach to risk and the law.
- **Absence management:** providing person centred support and solutions to colleagues and people managers to achieve the best outcome; working with managers to find ways to improve the health and wellbeing of employees who are absent or struggling with their wellbeing.
- **Management Information:** create and analyse detailed reports of HR data and trends for the business.
- **Change management:** understanding and anticipating the need for change; building the case for change and managing the people impact.

- **HR Policies:** developing, interpreting and implementing HR policies, to ensure they are best practice and compliant with employment law.
- **Learning and development:** a key role in working with local L&D leaders to ensure high quality learning materials are consistently used throughout the organisation, as well as leadership in the Central L&D function.

What we are looking for...

In our eyes, the best HR Professionals are proactive with a logical and organised mind - able to engender a collaborative style of working that inspires trust and confidence. You are a people person, able to effortlessly build professional relationships and communicate with staff of all ages, experiences and grades.

You are comfortable presenting information as well as participating in meetings / working groups. You are a confident problem solver with ideas to improve existing ways of working – not afraid to challenge the status quo! Your expert HR knowledge will help motivate, shape and drive the people agenda within Carr Gomm.

You hold a professional HR qualification, or are qualified by experience, and you have an up-to-date working knowledge of current UK employment legislation and people management processes and policies.

You have excellent IT skills, particularly in Excel and HRIS along with exceptional written and verbal communication skills.

We are particularly interested in applicants with experience of working in the care sector.

Your benefits will include:

- Salary: £35,487 - £40,288 per annum
- 35 days holiday per year, increasing to 40 days with length of service
- Enhanced maternity, paternity, adoption, and sick leave
- A Defined Contribution pension scheme, with incremental employer contributions
- Access to the Carr Gomm App: which includes free physiotherapy, health coaching and counselling
- Free Blue Light Card (giving access to thousands of discounts and promotions)
- Membership of a credit union
- Cycle to work scheme; and more!