

## Overview

Working as the Senior HR Officer 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 an HR Business Partner, the Senior HR Officer role is a generalist role, however the successful candidate will lead and develop our resourcing strategy, while rising to the challenge of recruiting in a competitive market.

Success in this role includes:

- To lead on the recruitment process in accordance with the Recruitment Policy and Safer Recruitment guidelines.
- Provide HR advice and support to managers on a range of HR issues, such as disciplinary, grievance and absence management.
- To support with HR data management.
- To support with areas of compliance within the organisation
- Support the development of our HR systems.
- Lead on, or working closely with the HR team, on organisational projects aligned to Carr Gomm's strategic plan.
- Having an awareness of the aims of the organisation and actively working towards supporting these to be achieved through working groups and supportive actions.
- Effective communication within the HR team, wider organisation, external partners and interested parties.
- Strong administrative and organisational skills, including effective use of Office 365 and HRIS platforms to maintain accurate employee records, support reporting requirements and ensure compliant HR service delivery.

This list is by no means exhaustive; rather it gives an overview of what can be achieved in this multi-faceted role.

Whilst this role is predominately based within our National Service office in Edinburgh, travel around Scotland may be required.

### **What we are looking for...**

We are looking for an enthusiastic Senior HR professional to join our busy National Service team. This is a key role within the HR function, and the successful candidate will be expected to develop the necessary skills and insight required to manage the needs of a large and diverse client group. You will have excellent interpersonal and strong written communication skills.

You will be comfortable presenting information as well as participating in meetings and working groups. You will also be a confident problem solver with ideas to improve new ways of working and provide expert HR knowledge to help motivate, shape and drive the people agenda within Carr Gomm.

In our eyes, the best Senior HR Officers are proactive with a logical and organised mind whilst also being focused and flexible in both their outlook and approach. We expect that you will hold a professional HR qualification or be qualified by experience.

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

### **Your benefits will include:**

- Annual Salary: £29,996 - £35,081 per annum (pro rata)
- 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!