

## Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

### 1. JOB DETAILS

Job Title: Part Time HR Business Partner      Department: Projects

Reports to: Head of Projects      Reporting to job-holder: n/a

Main location: 1-4 Atholl Crescent, Edinburgh

### 2. OVERALL PURPOSE OF THE JOB

As part of the team provide professional and proactive HR & training services to the clients and prospective clients of Navigator.

### 3. PRINCIPAL ACCOUNTABILITIES – *This describes the key areas of the job.*

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#### Main duties

- 1. Client project support and delivery.** To provide a range of high quality HR consultancy to Clients including: workplace conflict investigations; organisational development; restructures; TUPE; transformational change; compensation and benefits; clear employee communications; performance management and recruitment & selection.
- 2. HR role.** To provide retained generic HR support and guidance for all levels including production of key employment documentation.
- 3. Training.** To deliver and be involved in our programme of people management training that may be bespoke on-site training, via our public course series or for our valued partner organisations.
- 4. Client relationships.** To maintain and extend positive stakeholder engagement while influencing and taking key decisions on recommended actions. To produce HR action plans for clients and write relevant articles on topical issues.
- 5. Business development.** To prepare proposals and respond to enquiries about the Project's services.
- 6. Internal projects infrastructure.** To develop styles, a range of analytical tools and processes that can be easily re-run with other clients.
- 7. Internal metrics.** To timeously complete professional client records and assess costings

of projects.

8. **Generic project support.** Assist with any additional agreed project support required by the Head of Projects.
9. **CPD.** Attend regular internal and occasional external training to develop relevant knowledge and skills.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

**4. ADDITIONAL COMMENT** – *Information which is significant but not covered elsewhere in this description.*

This Projects service will normally be delivered during normal working hours. However, clients may require “out of hours” services but on rare occasions, you may be required to attend evening/weekend meetings.

The job holder will be required to be flexible in meeting the requirements of this challenging varied role and, to working in a growing business, in terms of tasks undertaken.

As a new role which is key to the development of a thriving and ambitious professional services business, the role is expected to develop and therefore its main duties will be reviewed on a regular basis and at least as below:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of team/operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within three months of appointment**

### **The Candidate**

Our successful candidate will be educated to degree level (SCQF level 9) or equivalent in a degree which includes Human Resource Management. They will have work experience from an office environment, ideally with a client facing background and be CIPD qualified. While not essential, experience of the education sector would be of interest.

The environment is fast-paced and the ability to project manage, be proactive, cope under pressure, multi-task, be flexible and organise effectively are key attributes. Excellent listening, writing and oral communication skills are also imperative when liaising at all levels within a business. They should possess a good attention to detail.

The personal competencies we are seeking include a true passionate HR generalist at heart; a natural problem solver with the ability to find solutions, overcome issues and provide practical solutions. They will be a determined, tenacious and a self-motivated person. They must be confident, presentable and professional.

There is the potential for occasional UK travel. A driving license and access to a vehicle is required as some of our clients reside in remote parts of Scotland.