

HEAD OF PEOPLE

Identifying Facts

Job Title:	Head of People
Service Sector:	Human Resources
Organisational Relationships:	Reports to Director of Finance & Resources
Line Manages:	HR Business Partners (3) Recruitment Business Partner HR Officer Learning & Development Manager
Qualification Requirement:	CIPD Qualification

Job Purpose

- To lead, manage and develop the Human Resources and Learning & Development functions
- To develop and deliver the People Strategy
- To provide proactive HR support across Capability Scotland services and to senior management
- To ensure compliance with employment law and best practice

Major Activities

1. Policy development
2. Organisational Development
3. Learning and Development
4. HR management
5. Collective Matters
6. Staff Management

Policy Development

Implement our People Strategy through the delivery of projects and achievement of action plans, ensuring they are aligned with the wider organisational strategy and values of Capability Scotland

Maintain our people policies and procedures, ensuring changes to employment law and emerging good practice are adopted

Design, develop and deliver an improved employee experience through the effectiveness of human resources policies, procedures and processes

Organisational Development

Lead the people change management of organisational development projects

Position Capability Scotland as an “employer of choice” leading to Investors in People Gold accreditation

Champion equality, diversity and inclusion in all activities and processes across the organisation

Identify, scope and lead on people-focussed projects as required, to support our ambitions.

Learning and Development

Lead the development and delivery of L&D provision including on-line training, ensuring our programmes continually evolves to meet the needs of the organisation

Lead the development and delivery of programmes to improve and enhance management and leadership capabilities across the organisation

Champion a culture of continuous learning and improvement including training and development opportunities.

Ensure Capability Scotland develops and maintains a skilled workforce that meets its current and future requirements

HR Management

Responsible for all HR activity throughout the employee life cycle, including recruitment, contracts, policies, procedures, processes, absence management, performance management and exit interviews

Support staff wellbeing, including management of external providers (eg EAP).

Responsible for the oversight of employee relation cases, providing guidance and support to managers to ensure swift and commercially sound conclusions are achieved.

Monitor and review Capability Scotland’s recruitment processes and practices to ensure we attract, recognise and retain talented individuals.

Ensure that the organisation attracts, retains and develops the best professional team possible

Develop and embed an appropriate, effective performance management culture and processes, and ensure they are used consistently throughout the organisation

Support managers in developing their awareness, knowledge and understanding of HR management, policy and procedures.

Ensure appropriate arrangements are in place regarding pensions, Death in Service schemes and other employee benefit schemes that the organisation operates.

HR Management Information

Lead the ongoing development of the HR system, iTrent, improving people data availability and analysis across the organisation

Design, maintain and publish HR performance reports and analytics to all levels of Capability Scotland management to develop organisational and departmental insights and drive actions to improve

Collective Matters

Take a lead role in all collective matters and develop appropriate strategies and approaches to meet the organisation's priorities and mitigate risk

In conjunction with the Director of Finance & Resources, lead negotiations on pay and recognition and collective agreements on behalf of Capability Scotland

Staff Management

Lead the Human Resources team, ensuring sound HR information and support is provided to management teams.

Directly line manage the HR team to ensure they are supported to deliver the organisation's priorities

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

Essential Requirements

To be considered for this position you must have the following knowledge, skills and experience:

- Full member of Professional Body e.g. CIPD
- Proven track record of operating at a senior level within a complex environment
- Inclusive, collaborative and approachable leadership skills
- Sound knowledge of employment law and HR practices
- Problem solving and analytical skills
- Significant strategic planning and project management experience
- Effective team working to achieve objectives
- Strong verbal and written communication skills and agile thinking
- Ability to engage, negotiate with and influence senior stakeholders

February 2025