

# JOB DESCRIPTION

POSITION	HR Advisor
REPORTS TO	HR Manager
DEPARTMENT	HR (People and Organisational Development)
DIRECT REPORTS	None

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

### COMPANY CONFIDENTIAL

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50 Pacific Quay | G51 3EA

To provide a comprehensive HR Advisory service to senior managers, line managers and staff across GSC whilst working closely with HR colleagues. Advising on all aspects of the employee lifecycle, undertaking or supporting case management activity using professional HR and legislative knowledge.

Coaching and influencing managers to ensure staff are managed and developed in line with best practice principles and GSC's strategic objectives.

Contributing to projects to progress the [People and Organisational Development \(POD\) plan](#).

## KEY RESPONSIBILITIES

- Develop good working relationships with managers to understand their needs and provide appropriate HR related support within an operational partnering model.
- Supporting managers to secure better attendance, conduct, performance capability and efficiency from employees thereby contributing to organisational effectiveness.
- Advise and coach managers on the application and interpretation of HR policies and procedures in accordance with employment legislation and organisational arrangements, to ensure consistency, accuracy and best practice.
- Support the HR Assistant in responding to day-to-day HR enquiries and operational activity, providing professional and timely advice, guidance and input on a wide range of HR matters.
- Leading on the management of casework relating to disciplinary, grievance, performance and sickness absence ensuring that the risks associated with such cases are effectively managed.
- To oversee resource planning, providing advice to managers on recruitment campaigns, development of job descriptions/person specifications, job evaluations and appropriate selection processes.
- To contribute to the review and development of GSC's HR policies and procedures in accordance the legal framework of employment legislation.
- To support the planning and delivery of all learning and development activities which promote a high performing and skilled workforce.

- To manage the learning management system (LMS) and maintain positive working relationships with Account Managers.
- Ensure that all HR administration systems and records are maintained and updated efficiently and effectively and that all data is processed in a compliant and reliable manner.
- Contribute to project areas as required within the People and OD Plan.
- To deputise for senior HR staff in their absence, including participation within the Senior Management Group and the Union negotiating committee.
- Champion GSC’s values and behaviours within the organisation to create a positive culture and inclusive environment.
- Work with the Communications team to plan and promote internal staff communications and update team SharePoint pages to ensure staff and managers are regularly informed of key information, guidance and events.
- Provide management information and reports as required.
- Develop and maintain positive working relationships with all GSC employees, representatives of external agencies and the general public as appropriate.
- Ensure confidentiality and integrity of all organisational data in accordance with GDPR and other relevant legislation including GSC’s IT Policy.
- Implement the GSC 5-star Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To work within the standards of the Glasgow Science Centre’s health and safety policy.
- To carry out other reasonable duties/ tasks as required delivering and meeting the objectives of the team and Glasgow Science Centre.

**PERSON SPECIFICATION**

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
A degree level qualification		x

Associate Member of CIPD	X	
Demonstratable advisory experience across a range of people management activities	X	
Working knowledge and understanding of employment law, HR policy, procedures and best practice	X	
Experience of dealing with matters confidentially and sensitively with a sound knowledge of General Data Protection Regulation.	X	
Coaching skills		X
Experience of using and maintaining HR and/or Learning Management Systems	X	
Experience of creating and delivering learning and development activities to develop people management capabilities		X
Excellent organisational skills with efficient ways of working and ability to analyse information	X	
Excellent communication and interpersonal skills and ability to demonstrate this with all levels of staff	X	
Experience of collaborative working with internal and external stakeholders	X	
IT Skills – Microsoft 365 including Office, Teams and SharePoint	X	
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to multi-task and work to deadlines</li> <li>• Good attention to detail and accuracy</li> <li>• Works to uphold GSC Values through own behaviours</li> </ul>		

- Ability to display an inclusive approach when working with a diverse range of people.
- Creative thinker, able to generate new ideas and practical solutions
- Ability to react to changing priorities in a fast-paced work environment
- Ability to work independently and takes responsibility for own actions
- Proactive and self-motivated - strives to improve organisational activity
- A flexible approach to meet overall deadlines and needs of GSC