**Head of Human Resources**

**Location:** SAMS, Oban

**Contract Type:**Open-ended

**Working Pattern:**Full Time **-** 37 hrs per week

**Salary Range:** £51,805 - £58,284 per annum

**Job Purpose**

To provide a comprehensive and professional HR service across SAMS Group which enables the organisation to continuously improve its performance. This includes working with a wide range of stakeholders, supporting managers to get the best out of their teams, maintaining high standards of compliance with employment legislation and developing the HR function’s contribution to SAMS Group strategic goals.

**The Role**

Successful applicants will bring a strong track record of leading change and delivering highly successful HR/Organisational Development services.

Key tasks will be:

* Actively pursue the equality, diversity and inclusion agenda.
* To create a supportive working environment that celebrates, promotes and rewards excellence across our portfolio of activities.
* Lead on periodic refreshment and ongoing implementation of the HR strategy.
* Provide support and advice on people matters.
* Develop and implement solutions relating to complex requests or change management.
* Play a key role in the development of key policies for SAMS Group.
* Actively engage with key stakeholders, especially UHI.

**Our Ideal Candidate**

This post would ideally suit an experienced HR professional, who can work comfortably under guidance, but effectively with a considerable degree of autonomy. You will need to proactively steer the HR agenda forward, whilst supporting senior colleagues and developing your own team. You must be able to operate effectively at both strategic and operational levels.

You will be a proactive, CIPD-qualified individual with excellent communication and organisational skills. Able to work independently under pressure and deal with difficult situations, you will have direct reporting access to the Deputy Director. You will have daily support from a small HR operational team as well as our Reception and Events staff. You will be expected to develop your teams to perform to high standards as whilst fostering a friendly and inclusive environment.

The successful candidate will be a member of SAMS Executive Group and the Professional Services team. You will sit on several other internal committees and working groups, including UHI. You will also provide support to SAMS trustees as and when required.

**Interested?**

We should love to hear from you. If you have queries on the role and would like to talk these through before applying, please email the Deputy Director, Prof Axel Miller: [axel.miller@sams.ac.uk](mailto:axel.miller@sams.ac.uk).

Applications must include CV and Cover Letter and should be sent electronically to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref ‘D21/22.AM’ in the subject heading.

Closing date for applications is 14th April – Interviews will be held by the end of April / beginning of May.

Please note, candidates must have the rights to work in the UK.

Job Description – Head of Human Resources

1. **Job Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Head of Human Resources | Department | Professional Services / Human Resources |
| Line Manager | Deputy Director of SAMS | Salary | Up to £58k per annum |
| Full Time/Part Time | Full Time – 37 hrs per week | Duration of appointment | Open ended |
| Location | Mainly on-site.  Flexibility for some home working available | Work Pattern | Open to some flexible working |

# 2. Job Purpose

To provide a comprehensive and professional HR service to SAMS Group which enables the organisation to continuously improve its performance. This includes working with a wide range of stakeholders, supporting managers to get the best out of their teams, maintaining high standards of compliance with employment legislation and developing the HR function’s contribution to SAMS Group strategic goals.

# 3. Main Responsibilities

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | *Responsibility Areas* | *Approx. % time* | | To develop, communicate and implement the HR Strategy and operational plans for SAMS. | 10 | | Lead, manage and develop a team of staff responsible for providing a pro-active HR service across SAMS Group. | 10 | | Provide support and advice to managers on HR-related matters and ‘people implications’ of business decisions. These include advising on, developing and implementing, solutions relating to change management and structures; including advice on specific cases where they are particularly complex. | 35 | | Maintain and develop SAMS portfolio of HR policies and procedures and provide information and training to staff through bitesize sessions on an annual basis. | 5 | | As part of the wider SAMS senior management team, play a key role in policy development and the planning, development and delivery of major projects across SAMS Group. *[NB this may involve leading / working effectively on specific activities out with the typical HR portfolio.]* | 15 | | Ensure that SAMS has a clear, structured and effective mechanism for staff development and training that anticipates institutional and individual needs. | 5 | | Ensure that SAMS is viewed internally and externally as “a good place to work” by setting clear performance expectations, workplace values and practises, for contribution to SAMS and the wider community. *[Gaining recognition for its people practices externally (e.g. Athena Swan and HR Excellence Award, and in line with the RCUK Concordats); and internally, maintaining excellent relations with the Whitley Consultation Group.]* | 10 | | There may be a requirement to lead and deliver (drawing on members of the team) against other activities requiring skills and experience of a senior manager, but not explicitly relating to the HR portfolio. | 10 | | Be proactive in gaining some funding towards future HR/SAMS Group projects | Ongoing | | Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing | |  |

**4. Planning and Organising**

Plan work priorities for the HR Team over a 24-36 month timeframe ensuring resources are available to deal with work arising from forthcoming changes to legislation or SAMS Group priorities, as well as delivering HR projects and initiatives. Manage the provision of responsive high-quality HR, Reception and Events professional services for SAMS.

**5. Problem-Solving**

The jobholder is required to solve complex problems affecting groups of staff (in relation to organisational change) and individuals (contractual issues, grievances, ill health, discipline, performance issues *etc*.). In identifying how to approach issues, the post holder must take into account business needs, the legal context, and the level of risk and the impact of a particular course of action on the parties involved and on the reputation of SAMS. In addition to technical knowledge, influencing and facilitation skills will generally be required. The post holder also contributes to the resolution of complex problems in developing SAMS policies.

**6. Decision-Making**

Line management decisions in relation to HR team, work prioritisation and allocation and decisions on expenditure of HR budgets. Professional decisions on interpretation of SAMS policy; how to approach particular pieces of casework or issues and when to seek legal advice; level of financial settlement to offer in severance cases. In the most complex / sensitive cases, the post holder may seek advice from the Director or Deputy Director but in the majority of cases, the decision rests with the post holder.

**7. Key Contacts/Relationships**

Internally, the Directorate; heads of departments; other senior staff, 165 employees; Whitley Group; Health and Safety Committee, to raise awareness of forthcoming HR issues / activities as described above.

Externally, UHI, to share best practise; Legal advisors to remain legally compliant; Full time rep in relation to employee relations issues and with HR service providers to maintain good service provision.

**8. Knowledge, Skills and Experience needed for the Job**

Professionally qualified in HR, degree level capability, substantial track record in operational HR at middle or senior management level (advising, influencing and delivering HR solutions in partnership with the business). Strong influencing skills and interpersonal skills as the role relies on the post holder’s personal and professional authority. Experience with generating external income to support HR initiatives is desirable.

# 9. Dimensions – Scope of role

Provision of HR service to 165 employees and 20 casual workers. An HR and Reception budget of 280K (including salaries). Overall responsibility of HR and reception team – 5 people in total, FTE equivalent of 3.95 staff.

**10. Any other relevant information**

The post holder is required to work on partner (*e.g.* UHI) projects and initiatives, to support efficiencies and effectiveness, sharing best practise and looking for opportunities on a wider UHI basis to be more efficient.

[WHAT SAMS CAN OFFER YOU (please right click and select open in new tab)](https://sway.office.com/7GSAUexj0DJC3tZz?ref=Link)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS is part of the University of the Highlands & Islands and holds an Athena SWAN Bronze award. SAMS is currently working towards a silver award.

As an Academic Partner of UHI, SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref. ‘D21/22.AM’ in the subject line.

The closing date for applications **14th April 2023.**

**Interviews will be held by the end of April / beginning of May 2023.**

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with you most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

***Useful links***

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)