



Livingston James



POSITION PROFILE

Head of HR



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Sacro is a national voluntary organisation working across Scotland to make communities safer by reducing conflict and offending. Since its inception in November 1971, Sacro has grown and developed services across the whole of Scotland for individuals who need support, guidance or monitoring to reduce the risk of further conflict or offending. Sacro has played its part by contributing to reducing reoffending with the figures for recorded crime in Scotland decreasing year-on-year. Sacro's work has a tangible and far-reaching benefit for the people of Scotland, its communities and society.

We are committed to providing services that contribute to positive transformational changes in the lives of our service users. We work independently and collaboratively within Scotland's communities to provide support, prevent conflict and challenge offending behaviour wherever the need arises. Our services are based on research evidence, service user feedback, international standards of good practice and a commitment to development and innovation.

Sacro is 50 years old this year and as part of our 50th year, we have developed a new strategy and plan for the next five years. We consulted our board, stakeholders, partners and colleagues on key themes that would help to build the strategy: purpose, people, place, partners, performance and profile.

Sacro's vision is that Scotland will be a place of safety, inclusiveness and wellbeing for everyone. The mission is to deliver life changing services that empower people, give hope and protection and help to build safe communities. This will be guided by seven values:

- Inclusion (EDI)
- Not judging
- Respecting people
- Empowering people
- Kindness
- Trust
- Inspiring people

The primary strategic goals include:

- Putting service users at the heart of services
- Delivering inclusive services in partnership with our service users
- Supporting individual journeys and wellbeing
- Supporting safer communities

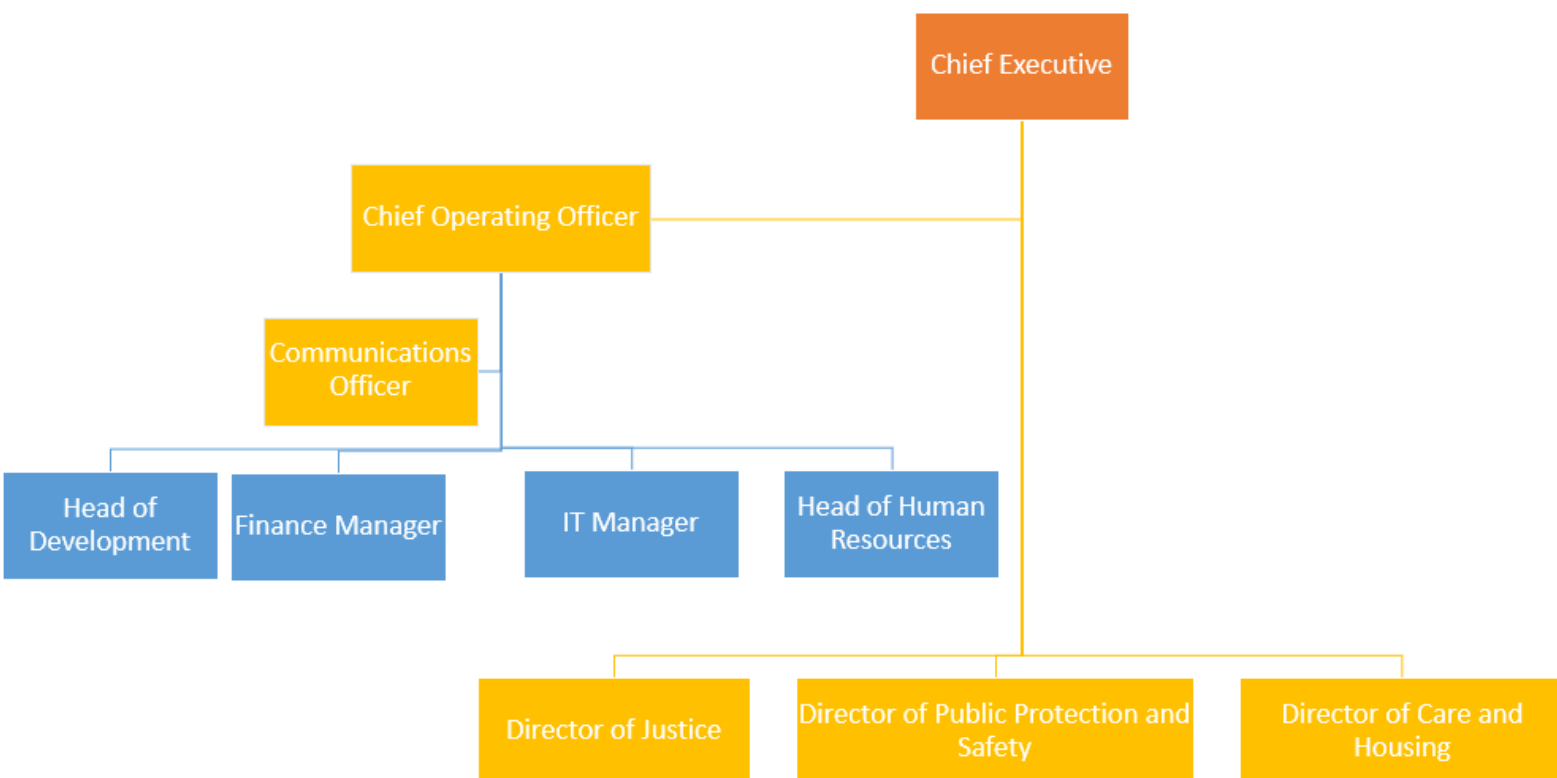
For more information on Sacro please visit: www.sacro.org.uk



The Head of HR position should help to fulfil Sacro's mission by ensuring that Sacro employees are supported and developed to their potential and that the charity runs effectively and efficiently. Ensuring that Sacro operates to the highest standards of professionalism and that employees are equipped to do their jobs, the Head of HR will be responsible for upholding the Gold accreditation the organisation holds from IiP.

Job Title:	Head of Human Resources
Responsible To:	Chief Operating Officer
Supervisory Responsibility:	Human Resources Team

Management Structure:





Duties and Responsibilities:

- To provide advice and support to the Executive, Leadership Team, and managers across the organisation in relation to all human resources matters.
- To develop Sacro's People Strategy to ensure it aligns and supports our strategic direction.
- To be part of Sacro's Leadership Team and provide support and advice to colleagues.
- To oversee Sacro's organisational development programme.
- To manage and support the Human Resources and Learning and Development functions in Sacro.

People:

- To manage, motivate and develop direct reports in line with Sacro's values, applying Sacro's policies in relation to support, supervision and performance management.
- To support team members to develop their skills and coach and mentor them as required.
- To effectively communicate organisational policy and implement strategy and plans.

Leadership and Strategy:

- To be an active member of the Leadership Team.
- To report to the Executive Team on key developments in services.
- To report to Sacro Board/committees as required.





HR Management:

- Provide HR advice on employment related matters and ensure that managers can access the support they need.
- Ensure that all employees are supported through Sacro's policies and procedures and have the access that they need to confidential conversations.
- Ensure that all HR policies, procedures and practices comply with current best practice and legislative requirements.
- Maintain an up to date working knowledge of developments in employment law.
- Liaise with external agencies on HR issues, providing information as required.
- Manage consultation with employees on changes/restructures to the organisation or to their individual terms and conditions.
- Participate in the Joint Negotiating Committee meetings and promote positive working relationships with the recognised trade union.
- Oversee the Sacro payroll, liaising with the payroll providers to ensure that the service provided continues to meet required standards.
- Ensure that there is a strategic approach to Learning and Development that supports the organisation's strategy.
- Lead the Investors in People and Investors in Volunteering work.
- Act as Lead Signatory for Disclosure Scotland.

Resources, Risk Management and Accountability:

- To be responsible for delegated budgets and ensure effective budget management.
- To input to Sacro's risk management and control process.
- To ensure that Sacro's Health & Safety Policy and Procedures are implemented in the HR team.

Other:

- The place of work for office purposes is flexible. Some travel will be expected in the future.
- Sacro is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the organisational benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.
- All employees are required to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.
- Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.



The Head of HR position is a critical role that sits on the leadership team as the expert in all areas related to HR. It requires a strong influencer, able to build relationships with stakeholders at all levels across the business.

Qualifications:

- Degree or equivalent plus CIPD qualification.
- A management qualification would be desirable but not essential.

Experience:

- Significant number of years' experience of human resources management.
- Management experience in a third sector/public sector context.
- People management and HR processes e.g. appraisals, disciplinarys etc.
- Successful budget management.
- Stakeholder and relationship management.
- Risk management – working knowledge.
- Planning and project management – working knowledge.

Skills and Knowledge:

- Best practice in human resources management.
- Applicable legislation and processes.
- Communication both written and verbal.
- Team building and people management.
- Stakeholder management.
- Project management.
- Use of MS Office tools.





Salary:	SCP 45-50 (circa £42k - £47k)
Leave Entitlement:	31 days annual leave plus 6 fixed public days.
Hours of Work:	37.5 hours per week. Some out of hours on call work may be required.
Condition:	This post is subject to a satisfactory PVG membership.
Travel:	There will be a requirement for some travel throughout Scotland in this role.
Pension:	Sacro employees are automatically entered into the Sacro Group Personal Pension Scheme or membership of current scheme continues.
Work Base:	Flexible – offices in Edinburgh, Glasgow, Kirkcaldy & Aberdeen. Likely to be an expectation of one day a week in Edinburgh office. Sacro reserves the right to change office base location within reasonable parameters.
Notice:	12 weeks on either side, in writing

The Recruitment Process

First stage interviews will be conducted by our retained advisors, Livingston James.

Sacro interviews will then be conducted by Gerry Milne, Chief Operating Officer and Annie Mauger-Thomson, Chief Executive.

Applications or queries should be sent to kirstysim@livingstonjames.com in the first instance.