



Orkney Ferries

Job Title	Senior Human Resources Adviser	Location	Shore Street, Kirkwall
Reporting To	Team Manager (Finance)	Grade	G

Job Summary

To deal with the processes around recruitment and selection, production of contracts of employment and any HR administrative support to Orkney Ferries Ltd.

To provide advice, guidance, support to people managers within Orkney Ferries Ltd taking account of employment legislation.

Responsibilities

Take the lead with all recruitment activities including advertising, shortlisting, liaising with candidates, interviewing and recruitment checks, contracts and variations, personnel files.

Take the lead with Orkney Ferries online management HR system.

Provide professional advice, guidance and coaching to people managers on the range of HR Policies and Procedures including the Maritime industry along with using Orkney Ferries Advice Service.

Take a lead role in the monitoring, review, development and implementation of HR policies and procedures for Orkney Ferries, as allocated by the Service Manager (Ferry Operations).

Provide advice and support to people managers on employee relations issues including supporting individual case management in respect of flexible working, family friendly policies and procedures, redeployment, recruitment and sickness absences including making referrals to Occupational Health.

Contribute to the response to relevant FOI and Data Protection requests as required.

Provide support to the Senior Management in developing and maintaining formal and informal relations with the recognised trade unions and assisting with consultations with trade union representatives in conjunction with line management.

Undertake project work, as required, to support the activities of the HR function and participate in and contribute to regular team meetings within the Service.

Provide statistical data as required by the Service on sickness and any other data recording.

Job Requirements

Experience (essential)

Experience in providing HR related advice and guidance.

Ability to demonstrate an understanding of employment legislation.

Experience in the use of computerised systems including MS Office.

Experience of contributing to the development of HR policy and procedure.

Knowledge (essential)

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 6/7 i.e., SVQ3, National Certificate, Foundation Apprenticeship, Advanced Higher, Scottish Baccalaureate, HNC, Certificate of Higher Education in a relevant subject.

OR

Having a minimum of 3 years previous relevant experience, as detailed in the experience section above.

Knowledge (desirable)

Knowledge of HR processes of the Maritime Industry.

Other Requirements (essential)

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.