



Job Description

Human Resource Business Partner - Fixed Term 12 months

Division: HR / Business Excellence

Team: HR

Responsible to: CEO

Last Updated: 03 April 2024

At the Edinburgh International Conference Centre our vision is:
to create an environment which inspires ideas that change the world

Primary Function:

To deliver a professional HR and Resourcing service to the EICC. The role will involve consultancy with all areas of the business to advise on employment law, employee related issues & resource planning. You will report into the CEO and take an active part in business meetings with Senior Managers by providing strategic HR input and taking a proactive role within the Leadership Team. You will positively impact on the EICC objectives and strategic plan by designing, developing and driving the implementation of effective and efficient people practices and policies that are in line with the EICC ethos and values.

Key Responsibilities:

Employee Relations:

- To develop HR policy and practice in line with EICC's business priorities and values.
- To work closely with teams, increasingly in a consultancy role, assisting team leaders to understand and implement policies and procedures that are both consistent and fit for purpose.
- To liaise and advise team members on employment legislation and HR policy and best practice.
- To work closely with the business to ensure all employee relations issues and activities are dealt with and actioned while mitigating risk to the EICC.
- To support team leaders in delivering effective performance appraisals through developing business goals and a comprehensive levelling process.
- To manage performance improvement plans and implement disciplinary procedures where necessary.
- To develop HR planning strategies with team leaders, which consider immediate and long-term staff requirements and resourcing optimisation.

- To ensure all employee relation activities are dealt with consistently and fairly across the business areas.
- To support team leaders in EICC appraisal process by managing the overall system and providing guidance and advice to team leaders throughout.

Resourcing & OD:

- To develop and implement a professional resourcing and talent management process to deal with the EICC's recruitment, training and business needs.
- To deliver induction programmes to new employees across the organisation.
- To develop and work with the team to promote succession and talent management within the EICC.
- To develop HR planning and resourcing models to ensure the business optimises and deals with resourcing requirements ahead of time and in the most effective way
- Facilitate yearly job role reviews with EICC Team Leaders

HR & Training:

- Work closely with teams to assist with policy implementation
- Ensure all data from appraisals is fed into the system and viable training requests are actioned timeously

Remuneration:

- To provide advice and support to the business concerning all remuneration issues such as annual salary review process, bonus and incentive planning.

Personal Attributes:

The incumbent will ideally possess the following personal attributes;

- Attention to detail and high organisational skills.
- Strong analytical, project management and change management skills.
- Confident in decision making and consulting with a diplomatic approach.
- Ability to prioritise workloads and adapt to changing demands.
- Excellent communication skills and the ability to negotiate.
- Ability to handle complex, confidential & sensitive issues.

Key Selection Criteria:

- Degree qualified
- CIPD Accredited
- Excellent oral and written communication skills
- At least 5 years experience in HR role.
- Experience with providing a high level of customer service and client management

- Excellent time management skills with the ability to meet business and client deadlines
- Ability to multi-task and work on several projects at the same time
- Strong and proactive team player who is willing to be flexible with their time to meet the needs of the business and our clients
- Good organisational and strong administrative skills
- Essential experience and knowledge of using Advanced MS Office

Acknowledgement:

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.