

Job Title	
People Advisor – Level 3A	
The Role	
<p>This role is responsible for providing high-quality, proactive HR support, including recruitment, to the Green Skills Team in Scotland, helping leaders to manage their teams effectively and support our John Muir way trainees to succeed.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> Provide an exceptional HR advisory and support service to leaders and employees managing a varied caseload including disciplinaries, grievances, attendance, wellbeing and performance matters. Support leaders to apply people processes confidently and consistently, with a particular focus on absence management and early intervention. Assist the People Partner with complex cases requiring input from legal advisors, liaising with them to ensure matters are handled promptly, fairly and lawfully. Ensure accurate notes of meetings are maintained, follow-up correspondence is sent in a timely manner and all documentation is stored securely in line with data protection requirements. Provide end-to-end recruitment support for the Green Skills Team, working with leaders to ensure recruitment activity is timely, inclusive, and aligned with safer recruitment principles Support shortlisting, interview processes, and pre-employment checks, ensuring consistency with TCV policies and employment legislation. Coordinate and support effective onboarding for new employees and trainees, including preparing and issuing contracts of employment and new-starter documentation, ensuring a positive experience and compliance with all required people, safeguarding, and training processes. Ensure all recruitment and onboarding documentation is completed accurately and stored securely. Record, monitor and maintain accurate trainee sickness absence and annual leave data within the Cezanne HR system, ensuring records are kept up to date and working closely to ensure the timely and accurate flow of information for payroll processing. Ensure the leaver process is completed promptly and in line with agreed payroll deadlines at the end of each cohort. Develop and maintain a detailed understanding of TCV's people policies and procedures ensuring they are applied consistently Provide clear guidance to leaders and employees on policy interpretation and application Support the review, development, and continuous improvement of employment policies and people processes Work closely with the Green Skills Team and the Safeguarding Lead to facilitate and oversee the criminal record checking process for PVG, including collating ID, checking applications, updating electronic records, monitoring due dates, escalation of issues and reporting. Support the development and maintenance of management information to provide insight into people metrics such as employee relations cases, absence, recruitment, and workforce trends Proactively identify people-related risks, escalating concerns appropriately and supporting leaders to implement mitigating actions Develop and maintain a positive, collaborative working relationship with all TCV employees to achieve and sustain the reputation of the People Services team as a trusted professional support function. Ensure that the confidentiality and security of information is maintained in accordance with our Confidentiality, Data Protection, IT and Security policies. Stay up to date with employment law developments, HR best practice, and sector trends, using this knowledge to support continuous improvement across the People function. 	
Person Specification	Core Skills and Knowledge

<ul style="list-style-type: none"> • Previous relevant experience in a similar role providing HR advice, guidance, and support on a range of HR matters such as employee relations, recruitment is essential. • Experience of applying relevant employment law and good practice within a HR environment. • Good standard of general education. • Qualified to CIPD, Certificate in HR Management (Level 5) is essential. • The ability to manage a varied workload. • Experience of managing information and using storage systems in a HR function. • Collating and manipulating data to a meaningful format with the ability to identify patterns and trends to help inform decision making. • Good organisational skills including the ability to work on own initiative in a structured way, to prioritise a wide range of activities/competing urgent tasks and using available resources to ensure deadlines are achieved – flexible and adaptable in approach. • Ability to identify and manage HR related risks. • Good attention to detail. • Ability to work proactively and effectively as part of a team to deliver results, supporting others as required. 	<p>The skill level for this role is Intermediate:</p> <ul style="list-style-type: none"> • Communicating Effectively • Building Effective Relationships • Delivering Results • Working effectively as One Team • Valuing Diversity and Integrity • Understanding TCV and the Strategy • Delighting Customers <p>Size and Scope</p> <p>Location: Scotland – offices to include Glasgow, Falkirk and Alloa as this is where the trainees operate from.</p> <p>Report to: People Services Manager</p>
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Regulatory Requirements	TCV Values
<ul style="list-style-type: none"> • Adherence to TCV policies and procedures, including GDPR, Health and Safety and Safeguarding. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the organisational Safeguarding Policies and procedures is an essential requirement of all employees as is participation in related mandatory training. • Criminal Record History Self Disclosure and Basic check. • Data Protection in-house online training • IT Security in-house online training • Other statutory and mandatory in-house training modules, as required. 	<ul style="list-style-type: none"> • Make stuff better. • Make a positive environmental impact. • Crack on and muck in. • Make a difference. • Be the best that we can be. <p>A behavioural framework accompanies our Values that allow us to measure how we will demonstrate these through our day-to-day work.</p> <p>The framework forms part of our annual performance and development review (APDR) process.</p>