



Loch Lomond & The Trossachs National Park Authority

HR Business Partner

17.5 hours

Job Description

What We Do



Our mission is to protect and enhance Loch Lomond and The Trossachs National Park. The National Park covers an area of outstanding landscapes, habitats and communities – and it's our job to protect it, and reduce the impact of visitor and recreational pressures.

The National Park (Scotland) Act 2000 sets out four aims for Scotland's National Parks, each one designed to safeguard a sustainable future:



Conserve and enhance

We conserve and enhance the natural and cultural heritage of the area.



Sustainability

We promote the sustainable use of the natural resources of the area.



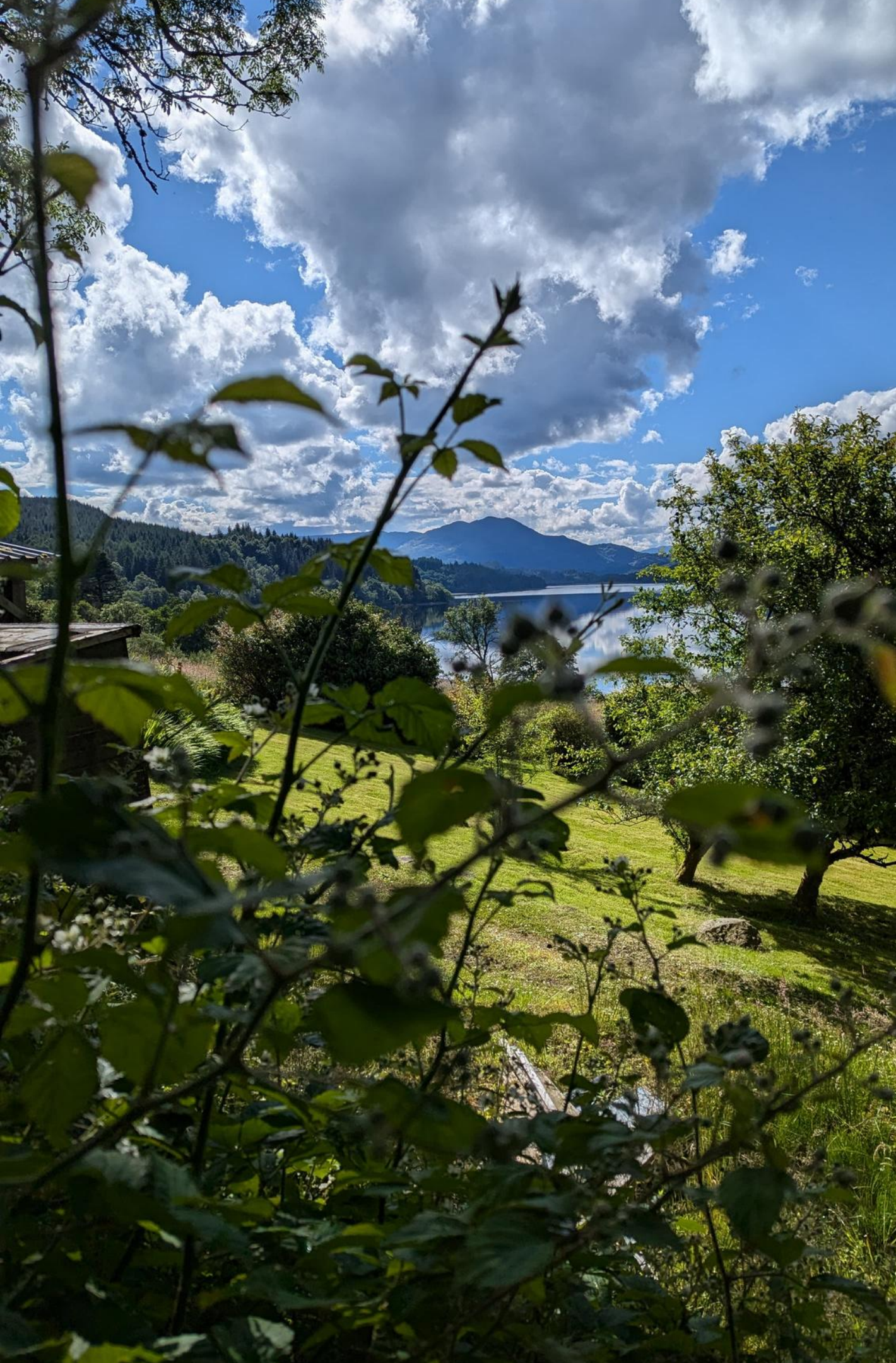
Understanding and enjoyment

We promote the sustainable use of the natural resources of the area.



Social and economic development

We promote sustainable development of the communities in the area.



The Role

Salary: £39,130 - £46,856 (Band D) per annum (pro rata
£19,565 - £23,428 per annum)

Working Hours: 17.5 hours per week

Contract: Permanent

Location: Balloch, with hybrid working model of 1-2 days per
week in the office

Operating alongside the HR Manager, you will be the key link
between HR and the business, delivering people strategies
that support organisational goals.

You'll partner with leaders at all levels to drive employee
engagement, talent development and organisational
effectiveness.

This role will be operational and supporting strategic focus,
while working with designated teams to support a skilled and
capable workforce.

Key Purpose



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graph TD; HRM[Human Resources Manager] --- HBP[HR Business Partner];
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**Human
Resources
Manager**

Operating alongside the HR Manager, you will be the key link between HR and the business, delivering people strategies that support organisational goals.

**HR Business
Partner**

You'll partner with leaders at all levels to drive employee engagement, talent development and organisational effectiveness.

This role will be operational and supporting strategic focus, while working with designated teams to support a skilled and capable workforce.

Key Accountabilities

- Support the HR Manager in partnering with Executive Team members and managers to identify and deliver the people, workforce and organisational development priorities required to achieve the Corporate Plan and business objectives.
- Support with workforce planning activities with designated business areas, identifying future workforce, skills and succession requirements, and developing people solutions to ensure the organisation has the capability required to deliver its Corporate Plan and strategic objectives.
- Review, develop and implement improvements to HR processes, systems and ways of working to enhance service delivery, improve the employee experience and reduce reactive operational activity through greater efficiency, consistency and manager self-service.
- Provide proactive advice to the Executive team and managers in all matters relating to HR such as performance management, recruitment and retention, change management, employee relations; ensuring all appropriate policies, procedures, audit and legal requirements are adhered to.
- Undertake complex HR cases—such as grievances, disciplinary, and performance management - while establishing efficient processes for resolution.

Key Accountabilities

- Design, develop and implement new HR policies and procedures to ensure compliance with current and emerging employment legislation, and other national directives for good practice in line with the current consultation practices and implementation guidelines.
- Actively promote diversity, equity, and inclusion throughout the employee lifecycle.
- Build effective relationships with managers at all levels in order to encourage the integration of Human Resources best practice into business planning. Undertaking coaching and advise all levels of managers on people management issues in line with National Park Authority policies and procedures.
- Analyse workforce data and trends to provide insight and evidence-based recommendations that support workforce planning, employee wellbeing, retention and organisational performance
- Act as a point of escalation for internal and external customers on all HR related matters through to resolution.
- Provide cover for the HR Manager and other members of the HR team in their absence.
- Undertake any other duties appropriate to the grade as required.

Essential Criteria

- Experience within an HR Business Partner role
- Experience of building strong management relationships with the ability to challenge and influence across all business areas.
- Sound understanding of employment legislation.
- Experience of formulating HR policies and procedures.
- Experience of embedding equality, diversity and inclusion principles within people policies, processes and initiatives
- Excellent written and oral skills with the ability to communicate effectively at all levels.
- Articulate with excellent interpersonal skills.
- Problem solving skills.
- Ability to interpret workforce data and present recommendations.
- Ability to build capability and confidence in managers through coaching and support
- Working knowledge of HR systems and Microsoft Office applications.
- Degree in HR Management or equivalent experience.



Desirable Criteria

- Experience of working within the Public Sector
- Chartered membership of CIPD

We recognise that no candidate will meet every requirement. If you are excited by this opportunity and believe you have the skills, experience and potential to succeed, we would encourage you to apply even if your experience does not align perfectly with every aspect of the role.





Our Benefits

- Working for an Accredited Living Wage Employer
- Hybrid working available for the majority of office based roles
- Flexi-time scheme, allowing flexibility over start and finish times
- A generous leave allowance starting at 30 days (plus 8 days public holidays), rising to 35 days after 5 years' service
- 3 'volunteering days' per year
- 3 'wellbeing/me days' per year
- 'Moving House Day'
- Caring/Immediate Family Leave
- Local government pension scheme (Strathclyde Pension Fund – 10% Employer Contributions potentially raising to 19%)
- Death in service benefit
- Interest Free Loan for rail travel and further education
- Cycle to work scheme
- On site gym facilities (£30 per year)
- For further information about our benefits please view [this page](#).



Our Values

- Being part of Loch Lomond and the Trossachs National Park Authority means being passionate about what you do, working hard to inspire and lead the way for others. We care about each other and are accessible and friendly treating each other with respect and understanding, we think about our planet with each decision we make. Together, we are the difference.
- Loch Lomond and the Trossachs National Park Authority are proud to celebrate difference. Diversity of experience is vital in our success we want our business to be representative to the communities we work alongside. As an equal opportunity employer, we actively encourage applicants from a wide range of individuals, irrespective of age, disability, gender reassignment, gender identity and expression, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- To read more about our values please visit [our website](#).



www.lochlomond-trossachs.org

recruitment@lochlomond-trossachs.org

Follow our social media:



Thank you!

Good luck!

Here. Now. All of us.