



POSITION PROFILE

HR Consultant



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From its beginnings as a family business who were committed to bringing quality malt to Glasgow's brewers, Bairds Malt now operate four Malthouses across the UK have grown and developed into a trusted partner to many of the world's leading brewers and distillers.

With 200 years of malting heritage, Bairds are celebrating the next chapter of its malting story having added capacity at two of their UK maltings to help meet the demand from distillers and brewers across the world.

When the Bairds brothers first established their new maltings operation back in 1823 they had one goal in mind - make the best available malt, so that local brewers and distillers could make the best available drinks. 200 years on, that's still their vision.

They believe that quality malt makes a difference - not just to the final dram or pint - but to all of the parts of the supply chain that they work alongside.

Bairds seek to continually ensure that their barley supply is coming from farms that they know by name, and that the growers who supply the barley are supported throughout the crop cycle by the direct relationships with their merchanting partners.

Bairds' newly renovated maltings in Arbroath and new malt plant in Inverness make use of some of the most up to date developments available in the industry. The new plant in Inverness, is able to produce 57,000 additional tonnes of quality malt annually without any increase in the amount of water they use in the process, thanks to a new water filtration system. Bairds recognise that for sustainability to be achieved throughout the supply chain, it has to begin with them, at the beginning.





Job Title:	HR Consultant
Location:	Hybrid working with base in Edinburgh (35 hours per week) Must be willing to travel to all UK sites (3 Scotland, 1 England)
Reports to:	HR Director or HR Business Partner TBC

The HR Consultant is responsible for supporting, advising, and coaching managers and employees in all areas of employee relations. Candidates must have a good knowledge of operational employment law and its application in the workplace.

The HR Consultant will work closely with the HRBP and the rest of the HR team to manage key cyclical activities.

Main Responsibilities:

- Offer advice on all people-related issues to managers and employees including management of performance, probation, sickness absence, and conduct issues through to disciplinary and grievance support.
- Updating policies, contracts, etc as required and in line with employment legislation and providing support and guidance to managers and employees on these when required.
- Participate in the management of key HR processes such as performance management, the annual compensation review, the employee engagement survey and ad hoc recruitment activity where required.
- Contribute to the internal communications strategy and people plan and produce content for verbal and written presentation when required.

Key Accountabilities:

- Keep up to date with employment law and regularly revise policies ensuring legal compliance.
- Ensuring that the business manages its operations in a structured manner that is focused and effective.
- Ensuring that relevant operational policies and procedures are established and are effective in practice and that external regulations are always adhered to.

The above responsibilities are neither exclusive nor exhaustive and the incumbent may be called upon to carry out such other appropriate alternative or additional duties as may be required, which are within their capability and competence.





Experience & Qualifications:

- Qualified to graduate level ideally with CIPD qualification or qualified by experience with proven track record in HR.
- Experience dealing with day-to-day HR issues
- Experience in all key aspects of HR.

Knowledge & Skills:

- A positive, driven, and proactive professional who displays a 'can do' attitude
- Organised and pragmatic with an ability to find solutions to challenging problems.
- Ability to build strong, cooperative, and productive relationships with the wider team.
- Highly professional with an ability to adopt a Partnership approach and build a strong rapport with internal and external stakeholders.
- Someone who is passionate, determined.
- Proven ability to maintain discretion and confidentiality.
- Must be flexible in attitude in and show a willingness to get involved in ad hoc projects and requests where required.





An attractive package including salary, private medical, pension and bonus is on offer commensurate with background and experience required for the role.

For more information on remuneration please contact Kirsty Sim at Livingston James.

Contact details are as follows;

T: 07538 799711 or E: kirstysim@livingstonjames.com



The Recruitment Process

First stage interviews will be conducted by retained consultant, Kirsty Sim of Livingston James. Selected professionals will then be presented to Bairds Malt for consideration.

Shortlisted candidates will be invited to interview with Clare Rudkin (HR Director). Subsequent stages will be communicated by Livingston James throughout the process.

All third-party applications, enquiries and direct approaches to the company will be referred to Livingston James.

