



OneRen People Advisor Recruitment Pack

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Contract Details

Position: People Advisor

Contract: Full Time 37 hours per week, Permanent

Salary: Grade 9, £49,640.47 – £52,187.12

Location: OneRen Central Office/ Hybrid

Line Manager: People Manager

About the Role

OneRen is a vibrant and ambitious culture and leisure charitable company that delivers services and experiences across Renfrewshire. Originally established in 2003 to manage and deliver sport and leisure services in 9 venues on behalf of Renfrewshire Council, in 2015 the charity was expanded to include the delivery of cultural facilities and services, increasing our asset base to 64 venues and over 20 outdoor recreation sites.

Our vision is to improve the health, well-being and quality of life of local communities through accessible arts and culture, leisure and sporting opportunities. We deliver a year-round programme of activities and services that meet the needs of our diverse audience groups. As well as supporting the economic regeneration and civic renewal of Renfrewshire, we are developing a cultural portfolio intended to raise the profile of Renfrewshire as a national and international cultural and tourism destination.

We are looking for a truly engaging People Advisor to join our people team on a permanent basis. The purpose of this role is to specialise in creating and maintaining a positive and rewarding work environment for our team members. The role of the People Advisor is to work with our teams to provide specialist advice and support on programmes from the team member lifecycle from hire to retire with a specific focus on learning and development, recruitment, induction, absence and case management and to work on initiatives and projects that focus on continuous improvement.

The role offers a lot of variety and opportunity. OneRen is in an exciting time of its journey with the Paisley Reimagined Museum coming on board it could not be a better time to join. The successful candidate will have a positive can-do attitude who is able to multitask and manage a range of activities without being phased.

What we value

At OneRen, our people are at the heart of everything we do. We believe that creating a thriving workplace starts with strong values that shape our culture, guide our decisions, and influence the way we support our communities and each other.

What You'll Bring

We're looking for an experienced HR professional who combines technical expertise with a passion for supporting people and creating positive workplace experiences.

You'll bring:

- A degree or equivalent experience in a relevant discipline.
- Strong knowledge of employment law, HR policies, and best practice people management.
- Proven experience providing high-quality HR advice and support across a range of employee relations matters.
- Hands-on experience in workforce planning, recruitment, retention, job evaluation, and organisational change.
- The confidence to build effective relationships with managers, employees, trade union representatives, and stakeholders at all levels.
- Excellent communication, organisational, and presentation skills.
- A proactive, customer-focused approach with the ability to work independently and collaboratively.
- Strong IT skills, including experience using HR systems and Microsoft Office applications.



Key Responsibilities

As a People Advisor, you'll play a vital role in delivering a comprehensive and people-focused HR service across the organisation. Your responsibilities will include:

- Partnering with managers to provide expert advice on employee relations, recruitment, attendance management, organisational development, learning and development, and employment law.
- Supporting managers through disciplinary, grievance, investigation, restructuring, and maternity-related processes.
- Leading and supporting recruitment and onboarding activities to attract and retain talented colleagues
- Monitoring key people metrics including absence and turnover, identifying trends and developing improvement plans.
- Working closely with payroll providers to ensure employee changes are accurately processed and communicated.
- Coaching and developing managers to build confidence and capability in people management.
- Contributing to and delivering People Strategy initiatives, projects, and organisational change programmes.
- Supporting learning and development initiatives that promote growth, succession planning, and career progression opportunities.
- Producing reports, management information, and project updates to support informed decision-making.



What You Will Achieve

In this role, you'll have the opportunity to make a meaningful impact across the organisation. You will:

- Help create a positive, inclusive, and high-performing workplace culture.
- Influence people management practices that improve employee experience and organisational performance.
- Drive effective attendance, wellbeing, and employee relations outcomes through expert guidance and support.
- Contribute to successful organisational change and workforce planning initiatives.
- Support the development of colleagues through learning, development, and career progression pathways.
- Deliver data-driven insights that support strategic workforce decisions and continuous improvement.
- Play a key role in shaping and delivering initiatives that align with the organisation's vision, values, and future ambitions.



Why Join Us?

This is an exciting opportunity to join a forward-thinking organisation where people truly matter. You'll be part of a supportive and collaborative People Team, working with colleagues who are passionate about creating positive workplace experiences and delivering excellent services.

You'll enjoy:

- The opportunity to influence and shape people practices across the organisation.
- A varied and rewarding role with exposure to strategic and operational HR activities.
- The chance to lead meaningful projects and organisational improvement initiatives.
- A culture that values integrity, creativity, fairness, and excellence.
- Opportunities to develop professionally while helping others achieve their potential.
- Flexible home and office-based working arrangements and the chance to make a real difference to colleagues and the wider community.

Join us and help build a workplace where people can thrive, develop, and achieve their full potential.

Benefits

- 21 days annual leave and 12 public holiday, with an increase in line with length of service
- Buying additional leave of up to 5 days extra
- Free or discounted access to OneRen leisure facilities and up to two nominated family members or friends
- Use of all swimming pools with up to 5 friends or family
- A free venue and performance ticket per season
- Family friendly policies including flexible working, enhanced maternity/paternity
- Group life Assurance
- Access to Strathclyde Pension Fund, an employee contribution of 6.7% and employer contributory pension scheme of 17.5%
- Discounts with local and nationwide retailers via our Vivup – our employee benefits platform
- Access to Occupational Health, Physiotherapy and CBT
- Access to Time for Thriving, a trusted mental health and wellbeing provider
- Access to free and confidential financial support advice services
- Discount off food and beverages at the Cafes located within OneRen venues

How To Apply

Please complete your application via our recruitment portal. Make sure to include the following in your application:

- What you've done before – and how it's relevant
- Why you'd be a great fit for this role
- What excites you about working with OneRen
- How your experience demonstrates that you meet the essential criteria for the role

We want to hear from people of all backgrounds and experiences. If you need any support with your application or want to chat about the role, get in touch.

Please note: Due to the responsibilities of this role, successful applicants will be required to complete a Disclosure Scotland check. Any offer of employment will depend on the outcome of this check.

For more information about Disclosure Scotland checks, please visit their website: [Disclosure Scotland](#).

You can also find out more about us and the work we do from some of our people here: [Why Work With Us?](#)

Apply now at <https://www.oneren.org/work-with-us/join-our-team/>

What Happens Next

We'll shortlist based on your experience and potential against the essential criteria for the role. If selected, you'll be invited to an interview with the team.

We're keen to make the process welcoming and fair – if you need any adjustments, just let us know.

