People and Compliance Advisor

Quality Meat Scotland

Help shape practical, people-focused HR support at QMS

Job Advert

Location	Edinburgh, with hybrid working
Contract	Permanent
Hours	28 hours per week (4 days)

Quality Meat Scotland is the Scottish red meat levy body. We work on behalf of the Scottish red meat industry to support, protect, promote and develop the people and products that make up the Scottish red meat supply chain.

We have an exciting opportunity for a practical and approachable People and Compliance Advisor to join our Corporate Services team. This new role will help shape our people services as we deliver our People Strategy and continue to develop clear, consistent and supportive ways of working across QMS, as well as ensuring we remain compliant with day to day HR legislation and practices. Reporting to the Head of Corporate Services, you will provide day-to-day HR advice and coordination across the employment lifecycle. You will support managers and employees, maintain accurate people records and systems, help keep policies and processes compliant and fit for purpose, and coordinate People Strategy, learning, engagement and workforce reporting activity. You will also support the coordination of health and safety activity, helping QMS maintain a safe and supportive working environment.

What you will be doing

- Providing practical first-line HR guidance to managers and employees.
- Coordinating recruitment, onboarding, probation and offboarding activity.
- Supporting employee relations matters, including attendance, performance, conduct and grievance.
- Drafting and reviewing people policies, procedures, contracts, templates and guidance.
- Maintaining HR systems, employee records and workforce KPI information.
- Coordinating People Strategy actions, learning activity, employee surveys and engagement initiatives.
- Improving employee-facing resources and practical HR processes, including SharePoint content.
- Supporting health and safety coordination, including maintaining records, arranging training and helping managers keep risk assessments and agreed actions up to date.

What we are looking for

- Relevant HR advisory experience across the employment lifecycle.
- Sound knowledge of UK employment law, data protection and HR good practice.
- Strong organisation, attention to detail and the ability to manage competing priorities.
- Clear, practical and confident written and verbal communication.
- A professional, approachable and discreet manner, with sound judgement and a collaborative approach.
- A CIPD Level 5 qualification, equivalent professional qualification, or demonstrable experience at an equivalent level.

You do not need to have worked in the red meat sector. We are looking for someone who can build trusted relationships, translate policy into practical support and contribute positively to the continued development of QMS's people practices.

Working at QMS

This is a hybrid role based in Edinburgh. QMS is committed to equality of opportunity and welcomes applications from candidates with the skills and experience to succeed in the role.

We offer a comprehensive remuneration and reward package, a 10% employer pension contribution, enhanced sickness and maternity pay schemes, death in service benefit and 36 days' holiday per year, including statutory holidays (pro rata for part-time working).

How to apply

Please submit your CV and a covering letter explaining how your experience meets the person specification to applications@qmscotland.co.uk.

Closing date: 12pm Monday 30th November 2026
Interview date: Tuesday 15th and Thursday 17th December 2026