**JOB DESCRIPTION HR Admin Support**

**Salary Scale:** Point 12

**Accountable to:** Human Resource Business Partner

**Work Location:** Glasgow / Kirkcaldy / Dundee

**JOB PURPOSE**

You will be responsible for developing and maintaining efficient and effective administrative processes, procedures and systems for all HR activities in the relevant areas. In addition, you will assist the Human Resource Business Partner , HR

Advisor and wider HR team to provide support and advice to line managers in line with human resource practice and organisational policies, procedures and values. You will also support national initiatives as required, and the role will involve occasional travelling to other parts of the country.

**LINE MANAGEMENT RESPONSIBILITY**

The postholder will hold no line management responsibility.

**KEY RESPONSIBILITIES**

**Pay and Reward Administration**

▪ Process payroll documentation meeting payroll deadlines and liaising with managers to ensure records are accurate and up-to-date on itrent

▪ Administer maternity/paternity/parental leave completing necessary documentation and following accurate processes

▪ Oversee the administration of staff benefits including pensions

**Sickness Administration**

▪ Responsible for the development and maintenance of efficient and effective administrative processes for all absence management

▪ Process sickness administration and update Itrent as required

▪ Record and update files of notified absences, including but not limited to, sickness and unauthorised absences

▪ Comply and meet payroll deadlines providing accurate absence changes to our payroll provider

▪ Provide advice, guidance and coaching to managers on the management of all absence

▪ Provide regular reports as required

**HR Database**

▪ Assist in the system administration of workforce

▪ Ensure HR database system is maintained and kept up to date

▪ Provide guidance to managers on the itrent systems

▪ Provide statistical reports as requested

**General administration**

• Provide guidance and support to managers for flexible working applications

• Carry out general typing and filing of Human Resources documentation

• Minute-take at various formal and informal meetings

• Undertake any other associated task as reasonably requested by the Human

Resource Business Partner, HR Advisor and Head of People

• Comply and keep SSSC records up to date and liaise regularly with the Human

Resource Business Partner and Senior Management

• Contribute flexibly to the rest of the work of the people team as required.

• Develop reports and dashboards as required by the service in line with set timescales

• Provide administrative support to the other HR team members, e.g. taking minutes for investigatory meetings/disciplinary hearings, appeal hearings and absence review meetings

• Assist with DBS checks during peak times of recruitment when necessary and supporting recruitment team with other ad hoc tasks as well

• Generating offer letters, issuance of contracts of employment and associated documents

• Maintain shared inboxes and respond to queries relating to geographical area within a 48- hour period

**Please note that this list is not intended to be exhaustive and may be added to at any time**

**Contacts**

Contacts include people we support and their families. employees of Sense

Scotland, Sense, Council members, other voluntary organisations, local and national elected officials, general public, colleagues in the fundraising sector including business, other appropriate agencies and colleagues in health, social work, suppliers and media contacts.

**Service users**

People we support are people with complex support needs, which may include any or a combination of deaf blindness or sensory impairment, physical or learning disabilities. All people we support have communication difficulties and most have been disabled since birth. Service users ages range from young to mid-adulthood but the upper age will increase as they age.

**PERSON PROFILE**

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|  | **Essential** |
| **Education/Qualifications** | Recognised admin or HR qualification e.g. Foundation Certificate HR Practice or equivalent or working towards this is desirable. |
| **Experience/Understanding**  **Skills/Abilities** | A minimum of 2 years’ experience in a HR  capacity/department. |
| An understanding of employment legislation in practice. |
| Good organisational skills. |
| Ability to prioritise tasks and manage workload and time effectively. |
| Excellent communication skills, both orally and in writing. Including minute taking. |
| A willingness to be open and accountable. |
| Willingness to work flexible hours when required, including some overnight~~s~~ stays when required. |
| Ability to maintain confidentiality at all times. |
| IT proficient with comprehensive working knowledge of Microsoft Office packages and HR database systems, preferably iTrent. |

**Hours of Work:** 37 hours per week

**Holidays:** 24 days, plus agreed public holidays (pro-rata)

**Probationary Period:** 6 months