



# HR Assistant

Job Reference: H93/19

<b>Location:</b>	Edinburgh
<b>Salary:</b>	£20,279 - £23,629 (£10.76 - £12.54/hr equivalent)
<b>Working hours:</b>	36.25 per week
<b>Responsible to:</b>	Head of People
<b>Special conditions:</b>	Occasional travel throughout Scotland
<b>Closing date:</b>	Monday 19 <sup>th</sup> August 2019
<b>Interview date:</b>	Tuesday 27 <sup>th</sup> August 2019

## Job Summary

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An exciting opportunity has arisen to join our dynamic and agile people team, working proactively to provide comprehensive HR support across the organisation. A key part of this role is to assist in the development and implementation of HR procedures and initiatives and to ensure these are imbedded across the organisation. In this role you will deliver first line HR advice and guidance to managers and will also use verbal and written communication skills to liaise with external stakeholders including SSSC and Disclosure Scotland.

## Responsibilities

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- Coordination of HR processes for staff leavers, contract amendments, fixed term contracts, maternity leave and relief workers
- Monitoring of the SSSC register and working with the Head of People to ensure compliance throughout the organisation
- Working with managers and external stakeholders to coordinate the professional qualification programme across the organisation
- Act as first point of contact for many first line HR queries, ensuring these are handled fairly, consistently and in line with company policy and legislation
- Advise managers and staff in the application of HR policies and procedures, escalating to the Head of People where appropriate
- Work closely with HR colleagues to monitor, review and update HR processes and procedures as required in order to support the team to provide an efficient and effective HR service
- Provide support to the team administrator to manage post interview recruitment process
- Ensure all relevant HR administration is complete and up to date
- Update and maintain the electronic HR & Payroll database
- Produce accurate and timeous information for the monthly payroll

- Produce reports and figures as required e.g. staffing levels, absence levels, SSSC registration status
- Ensure compliance with statutory body requirements
- Note taking at meetings as required, including disciplinary and grievance hearings
- Work to continuously improve the HR services delivered and enhance organisational performance

## Person Specification

<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• The post holder will be educated to secondary level education including Higher English and Maths or equivalent OR have demonstrable equivalent experience</li> <li>• Membership of CIPD or working towards this with a projected completion date</li> </ul>
<b>Knowledge and Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Recent proven success in an HR administration role</li> <li>• Previous experience of working within a busy and varied role/ office environment</li> <li>• Good working knowledge of Microsoft Word, Excel and Outlook</li> <li>• Experience of accurately maintaining electronic databases</li> <li>• Good basic understanding of Employment Law and HR policies and procedures</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of the Health and Social Care sector</li> </ul>
<b>Core Competency – Working with Others</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Reliable and flexible within the team</li> <li>• Builds and maintains robust and co-operative relationships with team members and colleagues throughout the organisation and external stakeholders</li> <li>• Supports an organisational culture in which individuals are treated with dignity and respect</li> </ul>
<b>Core Competency – Learn and Apply</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Demonstrates commitment to keeping knowledge, understanding and skills up to date</li> </ul>
<b>Core Competency – Communication</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Produce structured, accurate and concise written records</li> <li>• Is skilled at interpreting and explaining information concisely, clearly and accurately to inform others both verbally and written</li> <li>• Ensures a high level of two-way communication with all stakeholders</li> <li>• Excellent interpersonal skills needed with the ability to communicate well with a diverse range of stakeholders</li> </ul>
<b>Core Competency – Managing Self</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Is open to change and continually improving practice</li> <li>• Is skilled at remaining positive and finding solutions to overcome adversity</li> <li>• Takes responsibility for and manages own workload and can explain and account for own practice</li> </ul>
<b>Core Competency – Professionalism</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Maintains sound ethical and professional standards at all times</li> <li>• Maintains confidentiality at all times</li> <li>• Projects a positive image of Penumbra at all times</li> <li>• Critically evaluates processes and procedures and proactively takes steps to improve these</li> <li>• Is proactive in identifying areas for improvement and implements creative solutions</li> <li>• Develops clear, realistic, timely plans to produce desired results</li> </ul>

**Completed Applications should be returned to:**

[recruitment@penumbra.org.uk](mailto:recruitment@penumbra.org.uk)

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**Interviews:** Tuesday 27<sup>th</sup> August 2019