

## HR Coordinator – Job Description and Person Specification (JDPS)

1 November 2020

<b>Title of post</b>	HR Coordinator
<b>Employer</b>	VOCAL - Voice of Carers Across Lothian
<b>Salary</b>	SCP 46. £14.08 p. h. £26,361 p. a. pro rata VOCAL will match up to 6% pension contribution
<b>Hours</b>	18 hours per week. 32 days paid leave plus six public holidays (pro rata)
<b>Location</b>	The post holder will work across Edinburgh and Midlothian and will be based at VOCAL's Edinburgh Carers Hub, 60 Leith Walk, EH6 5HB

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### Purpose of the post

To provide comprehensive clerical and administration support across all HR functions, assist VOCAL to administer and expand its online HR system (Breathe HR), ensure the application of HR policy and procedures, monitor the quality and consistency of HR functions and ensure effective communication with service managers and staff on HR issues.

### VOCAL values

We are carer-led and engage carers in all aspects of our work

We recognise and advocate for carers as equal partners in care

We support carers to:

- build on their strengths and skills
- identify and achieve their outcomes
- strengthen their resilience
- improve their quality of lives

We believe in diversity, equality of opportunity and choice

We promote transparency and honesty

We treat people with dignity and respect

We create opportunities for innovation, creativity and enterprise

We seek to work in partnership around agreed outcomes

### Improved outcomes for carers

The post holder will contribute to the following outcomes for carers. Carers will report:

- being better informed about issues linked to their caring role
- improved confidence in their ability to shape services and support
- improved confidence in managing their caring role
- improved physical and mental wellbeing
- improved confidence in their ability to deal with the changing relationships
- improved economic wellbeing
- improved social wellbeing
- improved personal safety

## Person specification

### Essential skills, experience & knowledge

- Previous experience in an HR role, with a qualification to degree level or equivalent professional certification in Human Resources or relevant field
- A thorough knowledge of employment legislation, policy, procedures and best practice
- Strong numeracy and literacy skills, with excellent attention to detail and scrutiny
- Ability to concentrate for long periods of time
- Objectivity and a supportive manner in dealing with employees
- Excellent organisational skills and ability to work systematically
- Knowledge and experience using HR software (not necessarily Breathe HR)
- Good communication skills, in particular effective email communication
- Good time management skills and ability to manage own workload

### Desirable

- Membership of relevant professional body
- Awareness of monitoring and evaluation systems
- An understanding of the issues and challenges faced by carers

## Job Description

### Duties and responsibilities

Support VOCAL with correspondence, documentation, recording and administration of

- the recruitment, selection and appointment process of new staff
- the corporate induction process of new and returning staff
- monthly payroll process and staff salary changes
- individual staff training and internal team meetings
- internal staff transfers or staff leaving employment

Support VOCAL's implementation of staff learning and development programmes, e.g. the organisation of in-service days, logging individual budget spends, annual learning plans etc

Support the administration of the HR retainer agreement with VOCAL's solicitors

Administer and expand Breathe HR as VOCAL's central HR system and staff database, ensuring accurate employee information and GDPR compliance

Produce regular employee audits and reports which analyse of staff leave and sickness absence

Support VOCAL and the HR Committee to monitor and regularly review HR policies and procedures to ensure best practice and continued improvement

Adhere to all relevant health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.

Ensure and comply with strict confidentiality and data protection policies at all times

Such other minor and non-recurring duties as may be required from time to time

## **Accountability, Management and Development**

The post holder will benefit from a structured induction programme within the first month of appointment, followed by a six months' probation period.

The post holder will ultimately be accountable to the Board of Directors. For line management, supervision and support the post holder will report to VOCAL's CEO.

VOCAL acknowledges its responsibility to help identify training needs of staff and to allow reasonable time and resources for staff training, where such training furthers the duties and responsibilities of the post.

The post holder will be based at the Edinburgh Carers Hub, but will be expected to carry out a range of duties at different locations in Edinburgh and Midlothian.

The post holder will be expected to carry out the duties of this post with due regard to Equal Opportunities and non-discriminatory practice.

The post holder is required to adhere at all times to any regulations and procedures which appertain to the post. These include all statutory regulations (eg GDPR, Health & Safety legislation) and specific procedures agreed for the project (eg. policies on confidentiality).

## **Conditions of Service**

The post is advertised at 18 hours per week. Hours will generally be worked weekly, with flexibility over distribution. There is a six month probationary period

The post holder qualifies for 32 days annual leave and six statutory holidays on a pro rata basis.

The employer is committed to meet a 6% pension contribution.

VOCAL offers childcare vouchers and is implementing a cycle-to-work scheme