

**The role People Administrator**

Reports to People and Wellbeing Partner

Employment Status: Permanent

Salary: £24,395 - £25,934 (A4) + pension + holiday + flexible

remote working

Closing date: **Wednesday 20 April 2 pm**

This post benefits from a range of excellent terms and conditions, holidays entitlement, pension and a hybrid working arrangement that offers flexible working and a blend of office and home-based working.

We are recruiting a People Administrator for a new public body, Redress Scotland.  We are looking for skilled, experienced people who are committed to living our values of Dignity, Respect and Compassion.   We will offer you training, flexible working and support and you will be part of a new and inclusive team.

**Background**

For decades, children in residential care in Scotland were failed by those entrusted to look after them. Scotland is taking steps to face up to those failing by establishing a financial redress scheme for survivors of historical child abuse in care.

While nothing can ever make up for the suffering survivors have endured, financial redress can provide acknowledgement and recognition of the harm done. A national redress scheme will offer a non-adversarial alternative route to justice and access to support and apology.

To deliver this, the Scottish Government has supported the creation of a new ‘non-departmental public body’ entitled Redress Scotland. This body will assess and make decisions on applications from survivors (and in some cases next of kin) seeking redress. Redress Scotland will be entirely independent of the Scottish Government.

**Organisation**

Redress Scotland is primarily a decision-making body. It will not process applications, provide support to applicants or arrange payments. In order to make best use of public resources, all administrative aspects of the national scheme will instead be carried out by Scottish Government without impinging on the independence of Redress Scotland’s decision-making.

**Role description**

As the first point of contact for all our people enquiries this role will be pivotal in supporting our People function with a range of generalist duties to ensure great employee engagement and on-boarding experience with our employees, panel and board member in line with our values of dignity, respect and compassion.

**Main duties**

* to support Redress Scotland in the day to day operational support and coordination of and effective administration service for the organisation by providing professional support and advice (learning and development, well-being, HR and health and safety)
* work in partnership building good trusting relationships with all staff, panel and board members
* maintaining records to ensure our systems are accurate and up-to-date and is able to report on the people data held
* takes overall responsibility for the achievement of own goals and identifies the skill gaps and opportunities to improve effectiveness with the team
* ability to network effectively with any external agencies and partners to seek and provide necessary people support and / or information
* proactively seeks creative solutions and practices to ensure that the systems to support our people adhere to best practice and legislative requirements
* is able to work digitally and ensure that own skills are up to date with changing technology to ensure efficiency and consistency of support
* coordinates many of the people referrals or processes such as pre-employment screening process for new hires, occupational health, health and safety reporting working closely with internal stakeholders and third party providers;
* prepare correspondence in line with areas of responsibility and attending meeting to take minutes
* Is proactive with people issues and works in conjunction with the managers to ensure early identification of issues or concerns – escalating where appropriate
* understands the need for openness and transparency adhering and applying to all processes and controls financial, fraud, theft, misuse of equipment etc)
* dealing with issues sensitivity and ensuring confidentiality
* able to work flexibility to meet the demands of the role

**Essential Criteria:**

* experience in co-ordinating and facilitating recruitment campaigns from placing adverts to issuing contract of employment and successful on-boarding of staff, panel and board members
* experience of providing low level guidance and support to line managers in possible issues of well-being, health and safety, conduct, capability and absence management and assisting with the processes to support employee benefits and entitlements
* great organisational skills with experience of taking accurate minutes at employee related meetings within the boundaries of the formal policies and procedures
* excellent IT skills with exceptional proficiency in the use of Word, Excel and Access and will easily adapt skills to become proficient with bespoke systems and digitals technologies to support hybrid working
* previous experience of setting up and arranging training, including supporting training activity where appropriate
* ability to travel to other locations when required to meet the demands of the role
* able to work as part of a team, with very good communication skills and capable of responding to tasks, projects and challenges with flexibility.
* excellent communication skills with a wide range of people including survivors and external stakeholders ensuring our values throughout
* the ability to develop an understanding of trauma and how it impacts on people, with the resilience to cope with being exposed to, and hearing about, experiences of historical abuse.

**Desirable criteria:**

* A general understanding of the work of Redress Scotland, residential child care and education and the experience of survivors of historical abuse in care.

**Experience and qualifications:**

* has a relevant qualification in Personnel Management or has sufficient experience in a similar environment
* is able to build effective relationships by networking, listening and understanding specific and individual needs and address them appropriately
* a commitment to self-development and CPD

***Please note that the successful candidate will be required to complete Scottish Government security checks including Disclosure checks and provide satisfactory references.***

For more information about the recruitment process or to request information in a different format, please contact HRqueries@redress.scot

**How to Apply**

In order to apply, please click the following link and complete the online application form by **Wednesday 20 April 2 PM.**

[Please click here to complete the application form.](https://forms.office.com/Pages/ResponsePage.aspx?id=R3T3DoMQ7E24nyfHZQdoQDBNlJiZk4dCuvWKgrVihkJUNE43RjZOVTgxR1REVDE2V1dSWDkxRFBSRy4u)

**Recruitment Timetable**

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| **Action** | **Timeline** |
| Interviews | 5 May 2022 |

***Further information***

*We offer a range of flexible working patterns where possible to assist with a work/life balance and welcome applications from people wishing to work on a part-time or job share basis. We are happy to discuss flexible working from day one.*

*We want to create an organisation that is accessible and open to people from all walks of life and backgrounds and an inclusive culture where all forms of diversity are seen as real value for our organisation. We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers.*

*The work of Redress Scotland has been developed through the voice of lived experience since its inception. Applications are being encouraged and welcomed from talented individuals who have lived experience of the care system. If you meet the essential criteria we will guarantee you an interview.*