

**Role Profile – HR Assistant**

**Reports To:**

HR Manager

**Role Purpose:**

To support to the day to day running of HR activities and provide a professional and effective HR administration and recruitment service to all areas of Sight Scotland and Sight Scotland Veterans, as well as acting as a first point of contact for enquiries to the People Team.

Key responsibilities include:

* the coordination of all stages of our recruitment process
* preparation and issuing of correspondence for all stages of the employee life cycle, including issuing of offer letters, contracts and variations to terms and conditions
* maintenance and auditing of employee records
* HR and L&D systems support
* preparation of payroll information
* administrative support for projects run by the People Team

All roles within Sight Scotland and Sight Scotland Veterans are expected to work to our values and Our Ways of Working framework:



**Our Ways of Working - Managing my Work**

**The main responsibilities and accountabilities of this role, are that you will:**

**Recruitment**

* To be the first point of contact for the People Team including for all recruitment activities.
* Ensure agreed recruitment processes for employees and volunteers are followed at all times
* Prepare and place internal and external job adverts using our online recruitment system.
* Liaise with recruiting managers to ensure applications are progressed timeously and providing support with use of the recruitment system as needed
* To assist recruiting managers with arrangements for interviews
* Ensure all enquiries from candidates or prospective candidates are dealt with within agreed timescales and that candidates receive appropriate communication at all stages of the recruitment process
* Use our online onboarding system to undertake pre-employment screening including PVG/Disclosure checks, credit checks, employment/volunteer references, eligibility to work in the UK, qualification and professional registration checks for preferred candidates and
* Use our online onboarding system to generate offer letters and statements of terms and conditions of employment and complete all other onboarding tasks for new starts.
* Conversion of candidates from onboarding to an employee record on Cascade system.

**HR Records / Systems**

* Ensure all staff and volunteer records are maintained in accordance with legal requirements and organisational policies and procedures
* Ensure all relevant information is accurately entered into the HR systems (including Cascade and Learnpro) and be responsible for the timely update of staff and volunteer details, including (but not limited to): changes in personal and job details, leavers’ information
* Assist with the auditing of information held on our HR systems
* Be responsible for the timely update of staff and volunteer details, including (but not limited to): processing of new start information, changes in personal and job details, leavers’ information.
* To produce HR operational reports and management information from our systems, as required.
* To assist in maximising the utilisation of HR systems to automate standard processes, and assist with the management of HR systems (including background build and configuration, design, functionality of data processing and work flows, screen set-up, profiles or documenting the configuration of HR systems, supporting system developments and improvements). HR systems include Recruitment Plus, Cascade, Selenity (expenses) and Learnpro
* To support managers and colleagues with the use of HR systems as required
* Log any systems issues with the provider in a timely manner

**Payroll**

* Prepare the relevant documentation regarding new starters, leavers, absences (including calculation of sick pay entitlement) and changes in employee status.
* Ensure all relevant documentation is with the Payroll team in line with monthly payroll deadlines
* Prepare and issue letters confirming sick pay entitlement as required
* Prepare and issues letters confirming any changes to pay

**Administration**

* Be the first point of contact for general enquiries and requests (both internal and external), dealing with requests or referring as appropriate.
* Be responsible checking and responding to enquiries to the People Team inbox as well as inboxes for Cascade and Selenity (expenses)
* Assist with colleague questions and problems courteously and promptly, obtaining and conveying information as needed.
* To assist in the creation, implementation and enforcement of HR and volunteer best practices, process, policy and procedures.
* To ensure that efficient and effective processes and systems for correspondence, confidential processing, retention, filing, and archiving of all HR information are developed, maintained and adhered to.
* To prepare and issue correspondence from the People Team as required.

**Other**

* Support the People team by demonstrating and practicing excellent standards of team work and maintain and deliver high standards of performance
* Work in partnership with colleagues in the People Team to ensure consistent, proactive HR support and activity focusing on the delivery of our organisational objectives
* Undertake work on key priority projects within the People Team in line with departmental and organisational objectives
* Maintain and develop own professional knowledge and expertise
* Provide administrative support to the Volunteer Manager and Learning Development Manager as required
* Undertake any other tasks as reasonably requested by the HR Manager or Head of People.

**Our Ways of Working – Managing Myself and Managing my Relationships**

**To do this role, you will:**

* Hold a Foundation Certificate in People Practice (CIPD Level 3) or equivalent
* Have previous experience working in a busy HR team in a similar role
* Have experience working with Microsoft Office applications and HR systems (including assisting with the development / maintenance of HR systems
* Have experience producing reports / management information and an ability to analyse data
* Have good numerical skills
* Demonstrate and practice excellent standards of teamwork both with HR colleagues and across departments in particular during periods of homeworking
* Be able to demonstrate strong organisational skills and attention to detail
* Be self reliant and able to work independently with effective time management skills in particular during periods of homeworking
* Have excellent communication and interpersonal skills
* Maintain confidentiality at all times
* Be able to respond positively to a variety of situations and people to meet changing priorities
* Be committed to continuing personal and professional development

**It would be desirable for this role if you have:**

* Experience of using Cascade HR.
* Experience of Cascade HR configuration and development
* Experience of using LearnPro
* Experience of working in a charity, care or education setting
* Knowledge of employment legislation
* Knowledge of Data Protection legislation

**On a day to day basis you will work with different people and teams, these could be:**

* Colleagues across the People Team
* Colleagues across both charities
* Senior Staff
* External providers

**Requirements of this role are:**

* You are a member of the PVG scheme (paid for by Sight Scotland)
* You will have a 6 month probation period
* That you participate in all staff training and development and maintain your own professional development
* You will have the ability and willingness to undertake travel to other sites to support services as required
* You will wear the appropriate PPE in accordance with current guidance for the role
* You will follow Sight Scotland’s guidance, policies and procedures relating to your own health and safety and that of colleagues and service users at all times
* You will uphold the principles of Sight Scotland’s Dignity at Work and Equal Opportunities policies at all times, working in a way which supports an inclusive work environment that is respectful of differences.

**What we can offer you:**

* Generous annual leave entitlement which increases after 4 years’ service
* Generous pension scheme
* Access to learning and development opportunities
* Employee Perks through the Employee Assistance Programme
* Cycle to Work scheme
* And many more, please visit our website for more information.

This job profile is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations within Sight Scotland and Sight Scotland Veterans.