

## Job Description

<b>Job Title:</b>	Human Resources and Administration Support Officer
<b>Responsible To:</b>	Head of Human Resources (dotted line support from Executive Assistant)
<b>Supervisory Responsibility:</b>	None

## Overall Purpose of the Post:

To be part of the team providing a professional support service to the Human Resources and Administration Teams.

**Sacro's Vision:** *Scotland will be a place of safety, inclusiveness, and wellbeing for everyone.*

**Sacro's Mission:** *To deliver life changing services that empower people, give hope and protection, and help to build safe communities.*

## To help to fulfil Sacro's mission by:

Delivering excellent services and support to the people we work with, and to colleagues.

## Duties and Responsibilities:

### 1. Human Resources

- Monitor and maintain the shared HR mailboxes, ensuring queries are dealt with timeously and emails escalated to relevant HR team member where necessary.
- Provide administrative support in recruitment, probationary reviews, induction programme, performance management and contracts.
- Support the Human Resources Officer with payroll administration.
- Support learning and development events for employees by issuing invites, recording attendance, issue course certification and providing data for key performance indicators.
- Administer and update online systems, including Sacro's applicant tracking system, HR system, online learning systems and Scottish Social Services Council.
- Support the Head of Human Resources in monitoring the SVQ programme and other qualification requirements across Sacro to comply with the Care Inspectorate statutory obligations.
- Provide administrative/secretariat support to committees/working groups as required.

## **2. Office Hub Support**

- Receive incoming calls to Sacro, on a rota basis, forwarding enquiries to relevant colleague/team.
- Receive incoming mail, ensuring appropriate redirection or action, including referring on with necessary information, to appropriate colleague/team.
- Monitor and responding to Sacro info email inbox and direct to the relevant colleague/team as necessary.
- Meet and greet Sacro visitors to the Edinburgh Hub.
- Provide office facilities support such as stationery ordering, mail, room bookings, meeting room set up and refreshments.
- Keep the Executive on call phone maintained on a weekly basis.
- Provide administrative/secretariat support to the Executive and Leadership Teams (and other committees and working groups as required) including preparing papers, taking minutes (notes) and refreshments.

## **3. Other**

- Any other duties as required by the needs of the Administration and Human Resources Teams.
- Sacro is fully committed to the active promotion of equal opportunities in its capacity as an employer and in the provision of all its services both to those harmed by and those responsible for crime and to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.
- All employees are required to be committed to Sacro's aims and objectives and to the promotion of equality, diversity, and inclusion.
- All staff are required to adhere to Sacro's Health & Safety Policy and to implement this in their working environment and practices.
- Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible to cover for colleagues.

## Outline of Main Terms and Conditions of Service

<b>Salary:</b>	SCP 23 - 26 per annum
<b>Leave Entitlement:</b>	31 days annual leave plus 6 fixed public days.
<b>Hours of Work:</b>	37.5 hours per week.
<b>Condition:</b>	This role is mainly office based, however, some hybrid working is offered according to the needs of the service.
<b>Work Base:</b>	Edinburgh Hub/hybrid. Some lone working may be required. Sacro reserves the right to change office base location within reasonable parameters.
<b>Travel:</b>	There may be a requirement to work at other office locations as required.
<b>Pension:</b>	Sacro employees are automatically entered into the Sacro Group Personal Pension Scheme or membership of current scheme continues.
<b>Notice:</b>	4 weeks in writing.
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Policies and family friendly.</li> <li>• Generous annual leave entitlement.</li> <li>• Employee wellbeing scheme.</li> <li>• Pension scheme and death in service.</li> <li>• Learning and development, progression and qualifications.</li> <li>• Opportunity for growth and development.</li> <li>• Enhanced company sick pay.</li> <li>• Cycle to work scheme.</li> <li>• Flexible and hybrid working.</li> <li>• Work-life balance.</li> <li>• Employee discount scheme.</li> <li>• Additional annual leave day for birthday.</li> <li>• Scottish Social Services Council Fees paid (where applicable)</li> </ul>

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to general standard	X	
Appropriate vocational qualification		X
<b>Experience</b>		
Desire to start journey into the field of HR.	X	
Demonstrable administrative experience	X	
Supporting meetings and creating effective records	X	
Organising and supporting events	X	
Diary management	X	
Experience of using online systems	X	
Office facilities support	X	
Experience of supporting working groups/committees		X
Experience of Microsoft Dynamics Finance & Operations		X
Minute/note taking experience		X
<b>Skills &amp; Knowledge</b>		
Excellent IT skills, in particular Word and Microsoft Excel	X	
Ability to work under pressure and prioritise workload	X	
Excellent attention to detail and accuracy of work	X	
Excellent communication skills (oral and written)	X	
<b>Attitude &amp; Behaviours</b>		
Cheerful and helpful disposition	X	
Flexible approach to work	X	
Working in accordance with our values	X	
Commitment to personal development	X	
Ability to work as a member of a team	X	