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|   | Role Profile |

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| **HR Administrator** |  | **Purpose** |
| **Reference No.** | FCCT/HRA/2024 | **Type** | Individual |  | As HR Administrator you will provide efficient and proactive HR support to our people and management teams across FCCT. Supporting the Senior Management Team to deliver their strategic objectives and ensuring compliance with all employment law matters, whilst championing FCCT’s values at all times. You will be the first point of contact for potential and active employees, ensuring our HR department is organised and operates smoothly to attract, hire and retain staff.  |
| **Service** | Support Services |  |
| **Job Family** | FCCT - Professional  | **Grade**  | FC5 |  |

| **Key Responsibilities -** For this role, there is an expectation that all, or a combination, of the following will be undertaken: |  | **Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility | **E** | **D** |
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| As first point of contact, administer and support the employee lifecycle through workforce planning, role evaluation, recruitment, onboarding, upskilling, and offboarding, including carrying out and issuing references for employees and ex-employees on request. |  | Experience of working within Human Resources. |  |  |
| Ensure staff data is collated and maintained in accordance with GDPR guidelines, is accurate, up to date and accessible as per relevant permissions. |  | Basic knowledge of HR practices e.g., recruitment and selection, absence, recording, training and development, employee relations |  |  |
| Provide guidance and advice relating to HR processes to managers and colleagues to support compliance with relevant legislation, policy and procedures. |  | Educated to SCQF Level 8 which includes HND or SVQ Level 4 or equivalent  |  |  |
| Support in the development and updating of HR and other key FCCT policies in accordance with current legislation, ensuring they are clearly communicated to staff. |  | * CIPD Qualification
 |  |  |
| Provide support to managers and employees in relation to a variety of HR functions and areas of expertise, including payroll, employee benefits, sickness absence, employee relation issues. |  | * Knowledge of current employment legislation
 |  |  |
| Learning & development administration involving sourcing, coordinating and monitoring Learning & Development activities across FCCT including training and coaching for managers and first line supervisors on a variety of HR issues. |  | Ability to recognise when a matter requires escalated to senior team members, or external HR support |  |  |
| Support staff welfare by co-ordinating wellbeing initiatives, being first point of service for occupational health related issues, and monitoring & maintaining records of sickness absence, performance management and any necessary registers such as PVG etc. |  | Proficient with Microsoft office applications and experience with a range of CRMs |  |  |
| Utilise research, benchmarking, consultation and analysis of written and statistical data to support informed decision making across all HR functions and wider FCCT functions. |  | * Experience of data gathering and analysis
 |  |  |
| Support the SMT and wider team with change projects and consultations assisting engagement with Trade Unions as necessary including note taking at meetings. |  | * Ability to use own initiative, and a willingness to learn new skills
 |  |  |
| Act as point of contact between FCCT and Fife Councils HR & Payroll teams to support effective service delivery. |  | * Ability to communicate effectively with people at all levels, both internal and external.
 |  |  |
| Create and maintain a range of documentation including HR reports, news items, HR guides, standard templates, etc. |  | * Excellent communication skills.
 |  |  |
| Support the HMH office by providing administrative cover during periods of annual leave as may be required. |  | * Ability to produce high quality, accurate work to deadlines
 |  |  |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. |

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| **Additional tasks or responsibilities –** this is a generic role, however this particular job may also require you to undertake the following: |
| **Task or Responsibility -** For this role, there is an expectation that all, or a combination, of the following will be undertaken: |  | **Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility | **E** | **D** |
| Travel to other FCCT sites as required.  |  | Driving License |  |  |
|  |  | Flexible mindset. |  |  |
| **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**  |
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children [ ]  | PVG Protected Adults [ ]  | PVG Both [ ]  | None [x]  |
| Basic Disclosure [ ]  | Standard Disclosure [ ]  | Enhanced Disclosure [ ]  |
| **Additional Information –** the following information is available: |  | **Expected Behaviours –** It is essential that you display the following behaviours as they are expected of all our employees: |
|  |  | * Inclusive, Caring, & Generous
* Fair, Respectful, & Charitable
* Agile, Proactive, & Aspirational
* Knowledgeable & Information led
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