

## Job Description

<b>Job title:</b>	Senior Admin and HR Officer
<b>Division:</b>	Central Services
<b>Responsible to:</b>	Head of Income Generation and Administration
<b>Hours:</b>	Permanent, 36 hours per week (full-time).
<b>Location:</b>	Hybrid (National Office and Home)
<b>Salary:</b>	£26,896 to £29,746

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### Role purpose:

To ensure the effective management of the charity's central administration and human resources, your responsibilities will include implementing best practices, identifying opportunities for process improvements, and promoting a culture of learning and development. You will oversee and manage all aspects of our Information and Communication Technology (ICT) operations with the support of the charity's IT support service, recruitment process and onboarding of new employees, ensuring they receive a warm welcome and the support they need to integrate smoothly into the organisation. In collaboration with the Senior Leadership Team, you will assist in developing and reviewing policies, ensuring that all practices align with the charity's mission and objectives.

Additionally, you will maintain HR records with confidentiality and accuracy, using digital tools to streamline processes and uphold data integrity. By staying informed about industry trends and regulatory changes, you will provide informed guidance to the Extended Leadership Team, helping to navigate challenges.

Your responsibilities will also include line management of the central admin officer, motivating and guiding them to maintain high standards of administrative support. Furthermore, you will cultivate effective communication and collaboration with other departments, teams, and staff throughout the charity. Ultimately, your efforts will contribute to a thriving workplace where employees feel valued and motivated to contribute to the charity's mission.

### Key Accountabilities:

#### Central Admin

- Manage the safety of employees and visitors to the charity's National Office.
- Responsible for the safe and efficient operation of the charity's National Office premises and equipment upkeep.
- Contribute to the delivery of administrative tasks as may be required.

## **Human Resources:**

- Lead in the development and updating of HR and other SHA policies in accordance with current legislation, ensuring they are clearly communicated to staff.
- Provide guidance and advice relating to HR issues to line managers and colleagues ensuring the charity is complying with the relevant legislation, policy and procedures.
- Manage the employee lifecycle through workforce planning, role evaluation, recruitment, onboarding, upskilling, and offboarding.
- Manage DBS and PVG requests.
- Lead and provide support to line managers and employees in relation to a variety of HR functions and areas of expertise, including employee benefits, sickness absence, employee relation issues.
- Source, coordinate and monitor Learning & Development activities including offering training and coaching to line managers on a variety of HR issues.
- Ensure staff welfare by co-ordinating wellbeing initiatives, being point of contact for occupational health related matters and monitoring & maintaining any necessary registers such as PVG etc.
- Utilise research, benchmarking, consultation and analysis of written and statistical data to ensure informed decision making across all HR functions.
- Support the Senior Leadership Team and wider team with change projects and consultations.
- Create and maintain a range of documentation including HR reports, news items, HR guides, standard templates, etc.

## **Key challenges:**

- Keeping employees motivated and engaged
- Adapting to technological changes
- Complying with employment law, rules and regulations set out in the UK / Scotland
- Careful time management and prioritisation
- Required to be self-sufficient and able to work independently with minimal supervision
- Needs flexibility in working hours. Ability to work in the evening and over weekends on occasion.

## **Key Relationships:**

### **Internal:**

- Senior Leadership Team
- Extended Leadership Team
- Staff
- Volunteers
- Trustees

### **External:**

- Suppliers
- Contractors
- External bodies

**Additional duties:**

- Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. This job description may be subject to review following discussion with the post holder and Management of SHA.

**General**

- All applicants must be able to demonstrate the right to work in the UK.
- The post will be subject to a six-month probationary period.
- Out of pocket expenses including travel and mileage allowances will be paid on receipt of appropriate claim forms and invoices/receipts.
- The post holder will need to be available to work from our registered national office a minimum of three full days each week, situated at Business First, Burnbrae Road, Paisley PA1 2FB. For the rest of your working week, you will have the option to work from home. Additionally, occasional travel to various locations in Scotland will be necessary for departmental and organisation-wide meetings.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures, and practices of Scottish Huntington's Association.