

Job Description

Job Title:	Human Resources Assistant		
Department:	Human Resources	Location:	Stornoway
Grade:	NSUP15-18		
Report To:	Director of People & Culture		

Job Purpose:

To support the HR Team in the provision of a high quality, efficient HR service for the college. This is a customer focused role to provide effective support across the HR function with particular focus on recruitment, employee records and operational HR administration.

Context

This post is part of the College's HR Team but also requires regular interface with all staff across the college. The post also has a key role in liaising with HR teams across UHI and with external groups, recruitment agencies, auditors and other external bodies. Therefore, to fulfil this role to its full potential you should demonstrate high levels of customer service.

Confidentiality is paramount in this post.

The HR function cannot work effectively without HR assistance and therefore this post has a major role to play in ensuring the HR function is in a position to deliver professional HR support to employees and managers.

Key Accountabilities

1. Complete end to end recruitment and provide guidance for all teaching and support staff recruiting managers.
2. To oversee the staffing requisition process and advise Line Managers accordingly.
3. Ensure Payroll are notified of changes to staff terms and conditions and act on management instructions and staff requests in a timely fashion.
4. Administration of the HR data information system (Cascade) ensuring data is current and up to date;
5. To issue and review employee contracts including variations, temporary and fixed term contracts.
6. Collate data and produce timely HR reports (including sickness absence, starters and leavers, equalities data and management reporting);
7. Act as Counter signatory for Disclosure Scotland (PVG) Scheme and liaising timeously with Disclosure Scotland ensuring compliance with appropriate operational processes;
8. Support dissemination of health and well-being advice and initiatives in the workplace

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

Complete end to end recruitment and provide guidance for all teaching and support recruiting managers and to oversee the staffing requisition process and advise Line Managers accordingly.

- Liaison with recruiting managers to plan and implement a schedule of recruitment activity (including assistance with preparation and placing of advertisements)
- Administration of application packs and applicant tracking system
- Carry out compliance checks on application forms in accordance with Equality and Diversity legislation
- Assist with the short-listing process and related paperwork
- Organise interviews (including room bookings and meetings and greeting)
- Attend interviews to advise on relevant HR issues
- Administration of reference requests and proof of identity checks (including right to work in the UK)
- Sending out and following up on new starter forms
- Setting up new employee folders, IT accounts etc.
- Contract preparation and sending contracts to new employees
- Entering all new starter details on Cascade
- Co-ordinate and monitor the company induction process and liaise with staff to update and develop the procedure and systems as required. Participate in HR inductions for new staff.

Ensure Payroll are notified of changes to staff terms and conditions and act on management instructions and staff requests in a timely fashion.

- Update payroll spreadsheet with contract changes, variations, starters, leavers etc.
- Working closely with the payroll team to ensure changes are communicated.

Administration of the HR data information system Cascade ensuring data is current and up to date;

- Accuracy and timely input of all staff data
- Provide guidance to staff and managers on HR system
- Liaise with others, to agree set up of and management of staff working calendars, holiday planners, workflow processes and organisational hierarchy and structures
- Produce query reports as and when required for staff, management and board
- Deal with HR system user incidents/issues with the helpdesk and facilitate their resolution in a timely manner
- Tracking employee attendance and leave.
- Monitor data and reporting for leavers. Co-ordinate paperwork before closing staff file in compliance with GDPR inventory.

To issue and review employee contracts including variations, temporary and fixed term contracts. To oversee the staffing requisition process and advise Line Managers accordingly.

Collate data and produce timely HR reports (including sickness absence, starters and leavers, equalities data and management reporting);

- Tracking employee attendance and leave.
- Monitor data and reporting for leavers. Co-ordinate paperwork before closing staff file in compliance with GDPR inventory.

- Provide statistical monitoring and reporting requirements to meet the needs of a wide range of stakeholders, i.e. Scottish Government and National Statistics.
- Co-ordinate monthly triggers for HR reporting and prepare the appropriate reports as per agreed schedules. Long service awards letters & certificates for circulating to staff members.

Act as Counter Signatory for Disclosure Scotland (PVG) scheme and liaise timeously with Disclosure Scotland ensuring compliance with appropriate operational processes.

Support dissemination of health and well-being advice and initiatives in the workplace.

General administration:

- Notetaking and support in HR case management meetings.
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Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale

- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications		CIPD level 3 or working towards
Experience	Experience of using an HR/Payroll system	Experience of working in a dynamic HR environment is advantageous
Knowledge & Skills	Strong organisational and time management skills. Excellent communication and interpersonal skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Knowledge of HR principles and practices. Ability to maintain confidentiality and handle sensitive information. Attention to detail and accuracy. Ability to work independently and as part of a team. Teamworking skills and the ability to collaborate well with others Ability to work well under pressure Attention to detail	Knowledge of HR principles and practices Knowledge of Public Sector Equality Duties
Personal Qualities*	See personal attributes framework Ability to act as ambassador for the College in high level external contexts Ability to deal sensitively and appropriately with confidential information	

Other	Commitment and ability to undertake and/or continue professional development in a relevant discipline Clean driving licence Be willing to work flexible hours when necessary to meet requirements of the post Be willing to travel on college business, between centres Satisfy appropriate Disclosure Scotland checks	
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*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 30 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, temporary maternity cover post (expected to be 12 months) As this is a maternity cover, the contract may be either extended or end sooner dependant upon the return of the current post-holder. You will be given one month's notice of any change.
Salary	The salary for this post is on Support Scale Point NSUP15-18, £28,453 - £29,753 per annum, pro rata, plus Islands Allowance
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

