



Job Description & Person Specification

Human Resources Administrator

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| Post: | Human Resources Administrator |
| Service: | Human Resources |
| Line Managed by: | HR Officer |
| Salary Range: | Points 25-27 £24,402.92 - £25,480.72 per annum based on a 39hour working week |
| Hours: | 39 per week |
| Contract type: | Permanent |
| Location: | Remote/home working with requirement to attend meetings and occasionally work at The Action Group's Office in Edinburgh. Travel to this location from home is not covered. |

THIS POST REQUIRES A STANDARD DISCLOSURE

Main Purpose

The main purpose of the role is to provide a comprehensive and professional HR administration service to managers and employees across The Action Group, and to protect The Action Group's image and reputation when communicating with potential candidates.

1. Recruitment Administration

To provide effective administrative support for all recruitment activities up to and including the point of interview. Duties include:

- a) Assisting with the management of current vacancies (paperwork, data on HR systems etc.)
- b) Processing job applications and creating candidate packs (including shortlisting)
- c) Communicating with candidates when they have been unsuccessful

- d) Inviting candidates to interview and providing them with pre-interview information
- e) Ensuring the interview schedule is up to date and communicated regularly to the Team Managers
- f) Booking interviews on behalf of the recruitment panel
- g) Preparing interview paperwork (digital) for the interviewing panel
- h) Administering written tests to candidates
- i) Collecting right to work ID and other associated documents
- j) Preparing applications for shortlisting
- k) Keeping recruitment records on the Cascade database (up to the point of interview) accurate and up to date
- l) Sending provisional offers and outcome notices to candidates after interview

2. HR Administration

To ensure the accurate processing and recording of all employee information and documentation including:

- a) Assisting in the management of the shared HR inbox, Microsoft Teams channel and allocating emails to the appropriate team member
- b) Ensuring that employee files (both paper copies and computerised records) are kept up to date and secure
- c) Preparing offers of employment and other contractual documentation for employees
- d) Processing contract amendments and providing accurate information to Payroll
- e) Processing new starters and leavers and providing accurate information to Payroll
- f) Processing extended leave requests and applications to sell annual leave; and providing accurate information to Payroll
- g) Assisting with the production of staff ID cards as required
- h) Conducting Exit Interviews

3. General duties

In addition to the above, your role also requires you to:

- a) Carry out duties in accordance with The Action Group standards, policies and procedures.
- b) Communicate in a helpful, positive and friendly manner with all internal and external customers of the HR service
- c) Undertake any other duties as assigned

4. Confidentiality

- High standards of confidentiality are required in relation to the roles, tasks and responsibilities described above.

5. Support & Reassurance Received

- The post holder will regularly meet their line manager for support & reassurance meetings as outlined in The Action Group's support & reassurance policy.

6. Amendments

- This job description is not intended to be exhaustive and the post holder may be required to perform other duties on occasion.
- This job description may be amended following discussions with the post holder and with approval from the Head of HR.

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What the Action Group looks for in an applicant:



| Criteria | Essential | Desirable |
|-------------------------------|--|---|
| Motivation and outlook | <p>Acceptance and support of The Action Group's values.</p> <p>Demonstrates outstanding customer service skills</p> <p>Demonstrates a proactive approach to job responsibilities.</p> <p>Hard working and self-motivated.</p> | <p>Experience in a customer facing role.</p> <p>Forward thinking and creative.</p> |
| Skills and experience | <p>Strong administrative skills.</p> <p>Experience in using a variety of software packages including Microsoft Word, Outlook and Excel</p> <p>Good prioritisation and time management skills</p> <p>Good verbal and written communication skills</p> <p>Ability to prioritise and manage a busy workload.</p> <p>A professional and credible approach to tasks and problems.</p> | <p>Awareness of safer recruitment practices.</p> <p>Experience of HR or recruitment administration.</p> |

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| <p>Personal qualities</p> | <p>Well organised. Helpful and approachable manner. Good team player. An eye for detail.</p> | |
| <p>Qualifications</p> | <p>None.</p> | <p>Certificate in Personnel/HR Practice or equivalent qualification.</p> |
| <p>Other requirements</p> | <p>Willing to occasionally provide support at other office bases in the Lothians when required.</p> | <p>Available to work hours over five days – Monday to Friday.</p> |