



Job Description

Department:	Human Resource and People Development
Post:	HR Assistant
Responsible To:	Head of HR and People Development

Purpose of Job:

To provide efficient, high quality, professional, complex administrative support for the employment lifecycle of staff in the college liaising closely with HR and People Development staff and the wider management population.

Major Tasks/ Job Activities:

The postholder is involved in a range of diverse complex tasks to support the core activity of the Human Resources and People Development function of the College. The range of duties is wide, requiring initiative, adaptability, the ability to work under pressure while managing conflicting deadlines, effective team working, good communication skills and high levels of customer service.

Duties include:

HR Administration

Responsible for the administration associated with contractual changes, statutory benefits (e.g. maternity/ paternity leave), secondments, changes to job title, grade, location, team ensuring appropriate forms are completed, letters are issued and HR system is updated.

Maintain accurate filing systems ensuring that personal filing is undertaken on a regular basis and that all HR data is maintained in line with the data protection and any other relevant legislation and best practice.

Liaise with members of staff at all levels and answer ad hoc and routine queries on matters relating to the college's HR and People Development policies and terms and conditions of employment, identifying matters requiring senior level input and provide the requisite background and relevant information to assist.

Manage the HR email inbox on a daily basis, ensuring all queries are answered and processed appropriately.

Process maternity, adoption and shared parental leave cases, providing factual advice to employees and managers, enabling employees to

understand and access an appropriate leave scheme (meeting with them face-to-face to answer their queries as necessary).

Using Microsoft Office Applications to create and produce documents, eg forms, letters, spreadsheets, reports, minutes, mail merges, creating and maintaining accurate databases etc. These can contain formulae, headcount and statistical analysis.

Support HR Business Partners with absence monitoring. Provide administration support for the occupational health referral process.

Support the processes required to review contracts due to expiry of a fixed-term contracts or cease activity dates, ensuring all appropriate actions are taken and payments are made when an employee leaves.

PECOS – processing and tracking order requests through PECOS Procurement Manager software.

Minute taking at formal HR meetings.

Recruitment

Liaise, co-ordinate, record and process all college recruitment, both online and in hard copy, including all correspondence and arrangements for interviews. Assisting in preparing job descriptions and recruitment advertisements.

HR representative on interview selection panels.

Responsible for the administration of the resourcing process up to and including appointment, ensuring documentation is completed to a high standard.

Support the implementation of on-line recruitment for the college.

Prepare new start packs and contracts of employment and ensure all documentation is returned and filed. Monitor the new start checklist.

Ensure all pre-employment checks are carried out in line with the college policy. Liaise with Disclosure Scotland regarding applications for PVG membership.

Ensure an up to date knowledge of employment law relating to contracts of employment and recruitment generally.

Deliver induction training to all new starts.

Systems & Reports Input and maintain accurate data in the HR/Payroll system, to ensure the data held reflects the actual attributes of each employee. Be able to run basic and more advanced (if required) reports on specific data on a monthly and/or ad hoc basis.

Develop the HR/Payroll system including identifying opportunities within the capability of the system to streamline processes and improve efficiency of HR administration.

Responsible for the production of the College's annual Scottish Funding Council return, monthly HR reports, quarterly Finance & General Purposes Committee reports, weekly and monthly absence returns and any other ad hoc reports as required for internal/external purposes. Produce regular statistical information/reports as required in a timely manner.

Monitor headcount for all staff posts, drawing the attention of senior staff to any matters requiring attention.

Payroll

Collate and check payroll submissions before forwarding to West Lothian Council.

Liaise with West Lothian Council payroll team to answer staff queries. Maintain effective working relationship with the payroll team.

Calculate annual leave and accrued leave entitlements and maintain records.

Process salary related enquiries from external bodies eg mortgage references, etc

Other Duties

Take a proactive approach to continually reviewing and suggesting changes where appropriate to processes / documentation and templates, to ensure they remain fit for purpose.

Contribute to project work as directed.

Attend internal / external meetings as required.

Provide administrative support to the college's Joint Negotiating and Consultation Committees including minute taking.

Develop and maintain professional capability and expertise, keeping up to date with relevant employment law changes and the college's policies and procedures.

Any other duties within reason arising and pertaining to the post.

The list of duties is not exhaustive but serves merely as a guide.

Responsible For:

The postholder is not responsible for any staff.

Decisions Made in Course of Job:

Responsible for preparing and producing recruitment documentation to a high standard, within given timescale. Resolving scheduling issues / problems.

Determining how best to exploit the functionality of HR systems to maximise benefits.

Ensuring appropriate handling or redirection of telephone calls both internally and externally and incoming and outgoing correspondence.

Participating in recommending the appointment of staff.

Where to refer internal / external customers.

When to refer matters to the line manager for discussion / decision making.

Supervision Received:

The postholder reports to and works closely with Head of HR and People Development with whom they communicate regularly and from whom they receive any direction as appropriate. On a daily basis, they may seek clarification and direction as required from an HR Business Partner. The postholder prioritises their own workload on a daily basis and uses initiative when carrying out tasks

Contacts:

The postholder works closely with:

College Staff
West Lothian Council, eg Payroll
Recruitment consultants / Agencies
Online jobsites (myjobscotland)
Prospective candidates
Disclosure Scotland

Educational/ Vocational Qualifications Required:

Educated to SCQF level 6 in a relevant field (such as HR, Learning and Development or Office Administration)

Experience Required:

The postholder should possess 2 years' relevant work experience.

Strong working knowledge of using Microsoft Office applications (Word, Excel including merging documents and setting up templates) and HR systems.

Ability to prepare and produce routine correspondence, to organise time effectively, to prioritise and schedule work to meet conflicting deadlines.

Ability to use initiative to resolve problems independently, identifying matters requiring input from senior colleagues.

High level of accuracy and attention to detail including preparation and checking of statistical information / reports for internal and external reports (SFC return, F&GP Reports).

Experience of dealing with senior managers.

Experience of payroll and using an integrated HR management and payroll system

Complexity:

The postholder is expected to provide efficient, high quality, complex administrative support to the Human Resources and People Development function.

The range of duties is wide, requiring initiative, adaptability, good judgement and working to a high level of accuracy. The ability to work under pressure, manage time effectively, good communication and planning skills and the ability to work collaboratively with other staff and senior postholders are essential. Confidentiality must be maintained at all times.

The postholder requires an understanding of the conditions of service for all categories of staff, both in dealing with recruitment and giving information / advice to staff generally.

There is also a requirement to have a knowledge of the college's HR and People Development policies and procedures to advise management and staff on these, and an ability to seek guidance, clarification and assistance when difficulties arise. A basic knowledge and understanding of employment law is also required.

An understanding of the college's salary structure, payroll system and procedures and payment arrangements is required.

Creativity:

The postholder should possess the relevant skills to create, design and amend user friendly reports, new forms etc.

Have the ability to create a range of databases, spreadsheets, etc.

Prepare staffing statistics and reports as requested by management.

Continually update the HR system to achieve greater efficiency and making recommendations for improvement.

Special Conditions:

None