Recruitment Information Pack

Job Title	HR Assistant
Reference No	510.41
Location	West Lothian Civic Centre
Hours	36 hours
Salary	£32,134 - £34,011
Status	Permanent

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the councils compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland webstie will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

About Corporate Services

Corporate Services plays a key role as a provider of professional advice and support to the council and to other services within the council on all aspects of Legal, IT, Human Resources including Health and Safety, Corporate Communications, Procurement and Performance and Improvement issues.

The Service also provides administrative support to elected members and services located within the Civic Centre and to a number of front line services.

Legal Services

Legal Services provides support and advice on conveyancing, litigation, tribunals and inquiries, local government law, and employment, social work, education, procurement, contract and planning law. The Service is also responsible for the administration of Liquor Licensing, hire car and miscellaneous licensing processes and Committee Administration, including clerking of the council's committees.

IT Services

IT Services provides a wide range of information and communications technology services, support and advice to all of the council's services. The majority of the Service is based and delivered centrally within West Lothian Civic Centre. The Service also provides onsite support at schools and office locations across the council and is responsible for the development and maintenance of the ICT Strategy in support of other key council strategies.

HR Services

HR Services provides support, advice and guidance on all aspects of employee relations, organisational change, pay structures, equal pay, contractual change, recruitment and selection, organisational development, advertising and recruitment, and performance review and development in support of the council's corporate and service business objectives. The Service also provides a full payroll service for all council employees and is also responsible for the management of support services to elected members.

The Civic Centre Central Admin Team are also part of HR and provide a wide range of administrative and support functions to the Executive Management Team, Heads of Services and Services located within the Civic Centre. The team also provides all reception and mail services on behalf of the Civic Centre partners.

Health and Safety

The Health and safety team work closely with services to provide advice, guidance and support service in relation to the requirements of health and safety legislation. They perform a wide range of duties across services which aim to protect health, safety and well-being.

Corporate Communications

The Corporate Communications team provides a comprehensive and co-ordinated communications service, designed to ensure the council's business and achievements are promoted and the council's reputation is enhanced and safeguarded. The team provides a wide range of services which help the council communicate with customers. The services include: media, marketing, branding, social media, photography, event management and design and creative services. The team also has responsibility for maintaining and developing the council's website and intranet site.

Corporate Procurement Unit

The Corporate Procurement unit provides a professional procurement service whose principal aim is to procure goods, services and works on behalf of all council services and to obtain the most economically advantageous terms and conditions possible.

Performance and Improvement Service

The Performance and Improvement Service brings together the disciplines of business improvement, corporate performance, the administration and monitoring of the West Lothian Assessment Model (WLAM), Customer Service Excellence (CSE) and the administration and monitoring of the council's corporate Customer Relations Management system (CRM). The Performance and Improvement Service also administers Covalent, the council's performance management recording and reporting system.

Council Strategies

Corporate Services has responsibility for the development and implementation of the council's ICT Strategy, Information Strategy, People Strategy, Improvement Strategy and Procurement Strategy.

Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics.

How to apply

Our preferred method of receiving applications is on line.

ll applications must be received by the closing date stated on the advert and any late applications will not be accepted. Where there have been a high number of applications for a post, we may decide to close the post early.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Googlemail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

Terms and Conditions of Employment for Employees

Conditions of Service	Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council
Hours of Work	Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00. School based staff are employed on sessional contracts of either 38, 39 or 40 weeks.
Pay	Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade.
Annual Leave	Depending on length of service you will be entitled to either 26 (187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December. School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement.
Public Holidays	There are 7 paid public holidays. Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements.
Sickness Absence	Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees.
Pension	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.
Appraisal Development Review	All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year.

Employee Benefits	The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Childcare vouchers are offered and employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure. As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme
Pool Cars	The council provides access to pool cars for employees who need to drive as part of their job.
Trade Union	The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.
Health and Safety	The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.

West Lothian Council

Job Description

Job Title	HR Assistant
Reports to:	HR Support Team Leader
Location:	West Lothian Civic Centre

Purpose of the Job

To provide high quality, HR customer focussed advice, information and administrative support service that supports the delivery of HR services through a single point of contact.

Job Scope

Supporting the HR Service, the postholder will undertake a range of tasks which are essential to the delivery of a high quality HR Service including the provision of first-line advice and guidance to service areas on matters relating to the application and administration of council policy, practice and procedures.

Principal Accountabilities/Key Tasks

- **Provision of HR Advice**

  Provide general advice and information to managers on the application of HR employment policy and procedures, terms and conditions of employment via the telephone and email systems.

  Support the development of Mytoolkit by monitoring queries and advising the Team Leaders of potential areas for further development to ensure up to date and relevant information is available on all HR policies, procedures and processes.

- **Employee Contract Administration**

  Ensure that appropriate and accurate documentation is completed and sent to the relevant parties within the specified timescales to enable the timeous processing of changes which affect the employment contract.

  Preparation and review of contractual documentation including, but not limited to, statements of particulars, letters outlining changes to conditions of service and maternity/paternity notification.

- **Recruitment**

  Liaise with managers and HR administrative staff on activity required to support the recruitment process. This will include checking vacancy details, ensuring appropriate authorisations are in place, copywriting and proof reading of adverts, responding to queries and ensuring that all relevant appointment paperwork is completed accurately and timeously.

Support the development and roll out manager self service of the recruitment system by undertaking coaching sessions and reviewing and updating user manuals as and when required.

Support the administration and invigilation of psychometric testing.

- **Specialist HR Support**

  Responsible for the provision of a range of specialist HR support tasks, including teachers salary assessment, pensions administration, preparation and review of team KPIs and performance reporting, organising learning and development events, ordering and invoicing. Postholders will also participate in the job evaluation of posts.

- **Staff Supervision**

  Although the post does not have direct supervisory responsibilities, you will be expected to provide support and direct tasks to clerical and administrative staff.

Qualifications, Skills, Knowledge

Essential

HR or related management qualification to HNC level or equivalent working experience.
Experience of working in an HR service environment.
Up to date knowledge of employment legislation.
Proficient in the use of information technology.
Well developed communication and problem solving skills.
Tact, diplomacy and discretion in handling confidential and sensitive information.
Understanding of the Data Protection Act.
Experience and knowledge of dealing with contracts of employment and related documentation.

Desirable

Previous job evaluation experience.

Other Essential Information

Although based in the HR Operations team, you will be expected to operate actively as a member of the wider HR Services team to ensure the provision of a seamless customer focussed service.