ORKNEY ISLANDS COUNCIL

Human Resources Systems Support Officer

Council Offices, School Place, Kirkwall

At a glance:

Grade: E
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include ensuring smooth and efficient operation of the Council staffing establishment systems administration of establishment changes in the HR and Payroll system and assisting the HR Adviser team in the review and progression of vacancy uploads to advertisement in the Council recruitment system.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Checking and reviewing requests for Changes to Establishment and progressing these to management approval.
Responsible for systems administration of approved changes to Changes to Establishment in HR and Payroll system.
Supporting people managers with the use of the Council MyView system, including accessing and producing standard reports.
Assisting the HR Adviser team in the review and progression of vacancy uploads to advertisement in the Council recruitment system.
Supporting the HR Adviser team with the review and updating of job profiles and other similar recruitment related documentation.
Maintaining and updating the MyView ‘Useful HR Information’ system.
Producing and issuing relevant HR process guidance, information and correspondence.
Supporting the HR Operations team with responding to general enquiries and provision of relevant advice, guidance and systems support.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council’s emergency response

Skills and Requirements

Must have

SVQ 3 (or equivalent SCQF6/7 qualification) in a relevant subject. **Or** Have a minimum of 3 years previous relevant experience as detailed in the must have criteria below.
Demonstrate experience of working within a process driven role.
Demonstrate considerable experience of computerised MS Office especially Outlook, Word, and Excel.
Demonstrate good attention to detail and ability to work accurately
Experience of working as part of a team.

Requirements of the Role

Disclosure/PVG:	Level 1	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No