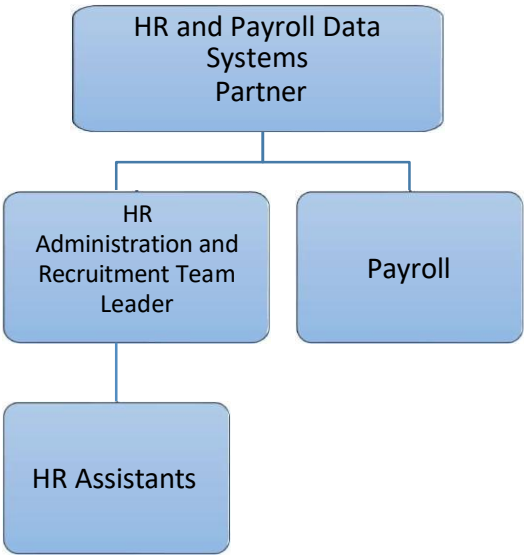
ROLE PROFILE

Job Title:	HR Administration and Recruitment Team Leader
Department:	Human Resources
Band:	E
Responsible to:	HR and Payroll Data Systems Partner
Responsible for:	HR Assistants (x3.5)



Role Purpose:

The HR Administration and Recruitment Team Leader will be responsible for ensuring the efficient and effective running of the HR Administration Team, providing first-line advice and guidance to managers and administrative support to the HR Team.

The post holder will be responsible for the development and implementation of the Recruitment and Selection Strategy and Policy, working closely with Senior Managers to ensure their recruitment needs are met. As part of the customer-focused service the post holder will contribute to the delivery of high-quality HR customer service to all Hillcrest Companies and staff.

Responsibilities:

- The HR Administration and Recruitment Team Leader will be responsible for the management and development of the HR Assistants, ensuring that regular workload meetings take place and effective annual performance reviews are carried out.

- They will provide high-quality customer service to managers, HR colleagues and staff.

- The post holder will ensure the integrity of HR systems and produce meaningful HR data analytics to support and inform business decisions.

Main Duties:

- To provide effective line management to the HR Administrative Team, providing advice, guidance and support, monitoring and allocating workload and carrying out effective annual reviews.

- Provide first-line advice and guidance to existing and new managers on HR policy and processes.

- Work closely with senior managers to develop and implement the Recruitment and Selection Strategy and Policy to ensure it meets the needs of the different areas of the business.

- Take the lead on the roll out and on-going development of the Recruitment module, identifying areas for continuous improvement.

- Design and implement feedback methods throughout the applicant and employee lifecycle to provide high quality data to support decision making. Carry our frequent benchmarking to ensure our salaries remain competitive.

- Collaborate with the Payroll Team to ensure that HR employment processes are carried out timeously and in line with service level agreements.

- Collaborate with the Learning & Development Team to ensure that the onboarding and induction process is a seamless and engaging experience for all new starts.

- Support the Head of HR & Organisational Development, and the HR and Payroll Data & Systems Partner with the production of HR data to complement HR strategies and initiatives and inform management and Board reports.

- Review existing and design new processes in line with the changing needs of the business, ensuring compliance with Data Protection Legislation.

- Provide support to the business and managers with the recruitment and retention of staff, including attending recruitment events, identifying opportunities and supporting with selection processes.

- Carry out maintenance of HR systems ensuring data integrity and compliance with Data Protection Legislation.

Customer and Partnership Working:

- Build strong working relationships with managers and colleagues across the business.

- Prepare HR reports and provide analysis of information as required by any member of the Management Team.

- To use management information proactively to provide accurate, up to date business intelligence to help inform business decisions and drive improvement.

- To carry out any other reasonable duties as required by the organisation.

Hillcrest Homes

Person Specification – HR Administration & Recruitment Team Leader

Attribute	Essential	Desirable	Method of Assessment
Qualifications	• Educated to SCQF Level 8 or equivalent in a relevant field	• Management qualification • Associate member of CIPD	• Application Form • Qualification Certificates
Experience	• Significant HR and Recruitment Administration experience across the employee life cycle • Previous line management experience in a busy and reactive environment • Understanding of Right to Work and PVG requirements • Experience of allocating and monitoring team workloads • Understanding of relevant employment legislation • Experience of using HR software and reporting tools to maintain accurate records and analyse data • Experience of reviewing processes, identifying opportunities for improvement and implementing new ways of working • Experience leading on process improvements or change initiatives • Experience developing procedures, guidance and training materials • Understanding of Data Protection Legislation	• Previous experience of working in the Housing and, or Care sector • Knowledge of Power Bi reporting tool	• Application Form • To evidence at interview • References for verification
Proven Competencies	• Ability to lead the team to deliver a consistently high quality, efficient and customer focused HR administration service • Ability to research upcoming legislative and policy changes and assess their impact on the team • Ability to evidence strong, effective, communication skills • Ability to demonstrate strong planning and organisational skills, as well as ability to provide a	• Ability to demonstrate knowledge of Regulatory bodies including Care Inspectorate and Disclosure Scotland • Advanced excel skills such as pivot tables and v-look	• Application Form • To evidence at interview • References for verification • Test / written exercise

	reactive response as required • Ability to evidence strong problem-solving skills and implement HR solutions • Ability to demonstrate strong relationship and team building skills. • Ability to maintain confidentiality • Fully competent in the use of Microsoft packages such as outlook, word, excel, and Microsoft teams • A high level of attention to detail and accuracy	ups	
Role Specific Requirements	• Willingness and ability to work outside standard office hours if required • Willingness to keep professional knowledge up to date including changes to employment legislation	• Hold a valid driving licence and have access to own car	• To evidence at interview • References for verification

CONDITIONS OF SERVICE

Hours:

Hours are **35.25 hours per week**. Where additional hours are worked, overtime will be paid (must exceed full-time hours if part-time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.

Contract:

Permanent Post. All posts are subject to a 6-month probationary period. A formal review will take place at 2, 4 and 6 months.

Band and Salary:

This post is Band E.
Salaries are paid monthly, directly into a bank account of your choice. The salary for the post of HR Administration & Recruitment Team Leader is **£38,161.67 to £42,831.52** per annum. It is policy to commence on the first point of the salary scale unless, at the Manager's discretion, an alternative agreement is reached.

Hybrid Working:

Hybrid working is available with a requirement for full-time staff to be in the office a minimum of two days per week, or 40% of the working week for part-time staff.

Pension:

All eligible employees will be automatically enrolled into The Pension Trust Retirement Solutions (TPT), auto-enrolment pension scheme. At present staff contribute 5% with the employer contributing a further 5%. Employees have the option to increase their employee and employer contribution rates from three further tiered options available to them.

Eligible employees also have an alternative option of joining a salary sacrifice pension scheme. Further details of the pension schemes available can be obtained from the payroll team.

Health Plan:

Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

Annual Leave:	**Leave year runs from 1st January - 31st December.** Annual Leave entitlement is 225.6 hours per annum (6.4 weeks), rising to 260.85 hours (7.4 weeks) over a 5-year period. 5 days public holidays have been included in this annual leave entitlement. Managers will commence on 260.85 hours. You are required to retain 35.25 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year. **Annual leave is calculated on a pro rata basis for part-time staff.**
General:	Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.
Smoking:	The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are outwith the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.
Qualifications:	Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.
Rehabilitation of Offenders Act 1974:	Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland. **HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**
Equal Opportunities:	Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
Applications:	Please forward applications before the closing date**.**