

HUMAN RESOURCES ADMINISTRATOR Permanent, Full-Time

£26,146 per annum, pro rata

Working as a committed member of the Human Resources team you will undertake HR administrative and advisory duties whilst proactively participating in the delivery of the HR & People Strategy and the HR Team Development & Enhancement Plan.

The duties of this role include involvement in HR administration to support the employee journey, including maintaining employee files and training records; responsible for co-ordinating employee learning and development activities; use of HR systems to provide reports on people data and insights.

The successful candidate must hold an HNC or equivalent level of qualification, in a related field, in addition to experience of providing credible HR and/or training advice to managers and employees. Membership of the CIPD or equivalent or working towards this is also essential. Experience of events management/co-ordination would be advantageous.

To apply please download the job details and Staff Application Form from our website.

The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654/7690 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Wednesday 23 November 2022**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.



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