

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES ADMINISTRATOR

LINE MANAGED BY: HUMAN RESOURCES OFFICER

JOB PURPOSE & OBJECTIVES To undertake HR administrative and advisory duties as part of the HR team.

KEY TASKS

Proactively participate in the delivery of the HR & People Strategy and the HR Team Development & Enhancement Plan.

As part of the team, involvement in the daily administration to support the employee journey, including up-to-date files and training records.

Continuously improve the employee journey through process efficiencies, improved experiences and automation.

Participation in the creation and implementation of employee engagement activities, either as a Lead for the activity or as part of a team.

Support the development and refresh of policies and procedures, taking a lead role for some.

Responsible for the learning and development activities for colleagues. This includes the setting-up of learning and development interventions for our employees, including planning & co-ordination support for Staff Development days. Creating and potentially delivering content of some training, face-to-face, remote and e-Learning.

Lead on measuring the effectiveness of learning and development interventions, including timely return of delegate feedback and other effectiveness measures.

Leveraging HR Systems to gather people data and insights, to then share appropriately with the Board of Management, management, colleagues and third parties.

Support the recruitment journey, including short-listing, interview participation and candidate feedback.

Support the workforce plan and related activities.

Providing advice and guidance to people managers and employees to support the employee journey.

Participate, as the HR representative, in employee relations matters, such as grievances and disciplinaries.

Proactive engagement with our trade unions, through formal and informal approaches.

Engage with third parties, as required, ensuring compliance with Policies and Procedures.

To write purchase orders for staff development and other HR related purchases as required and dealing with the invoices.

To support in the continuous development of staff inductions and the onboarding process

To support the administration of the career review process within the College providing evaluative data when required.

To write purchase orders for staff development and other HR related purchases as required and dealing with the invoices.

Undertake any other duties as deemed reasonable.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Department Structure

