

## **JOB DESCRIPTION**

**JOB TITLE:** ADMINISTRATIVE SUPPORT – HUMAN RESOURCES

**LINE MANAGED BY:** HUMAN RESOURCES OFFICER

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### **JOB PURPOSE & OBJECTIVES**

To undertake administrative support duties as part of the Human Resources team.

### **KEY TASKS**

Record and process documents regarding staff changes, including sickness absence.

Process and follow-up letters as required.

Assist with the co-ordination and administration of the human resources processes, including project activities.

Maintain accurate employee records using relevant systems.

Filing including correspondence, pension, salary and general papers.

Support with the creation and production of reports.

Setting up and maintaining personnel files.

Archiving of records.

Answering general enquiries by phone, in person and by letter.

To assist with other college events and staff training and development sessions as required.

Undertake any other duties as deemed reasonable by immediate supervisors.

## **Corporate Statements and Values**

### **VISION:**

To be Scotland's leading provider of college education and training.

### **Mission:**

To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment.

### **Ethos:**

We believe in:

- Promoting equality and diversity
- Being passionate about our work
- Continual improvement
- High achievement
- Listening and acting on feedback
- Sustainability
- Community and social value
- Promoting health and safety
- Innovation

*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.*

Date amended: September 2024