

Job Description – HR Administrator

Job Title: HR Administrator

Salary: £22,776

Reports To: HR Advisor

Overall Job Purpose

Provide an efficient and effective HR service to the organisation whilst ensuring that Scottish Refugee Council's HR policies, procedures and processes are followed and meet current legislation.

Key responsibilities

- Assist and support managers with the operation and delivery of the organisation's HR policies
- Act as a first point of contact for general HR enquires
- Assist with the recruitment and onboarding processes including administering employment contracts
- Collate and record HR information, process forms and update records as directed
- Provide effective database management of the HR system (People Inc) including keeping records of absence and other leave up to date
- Support the resource team in research and development of policies and procedures
- Support the annual appraisal process
- Input training requests into the HR system and assist management in developing training records
- Maintain systems and trackers and ensure payroll adjustments are identified, processed and actioned routinely
- Ensure all Disclosure Scotland Forms for staff are processed and records maintained in line with the organisation policy and procedures
- Ensure accurate and up to date information is available to all staff
- Ensure we are operating within the pension's regulatory framework
- Provide statistical reports to managers, SMT and board as required
- Provide administration support to the Staffing Sub Committee
- Undertake other HR administration tasks as required
- Carry out all duties with complete discretion and a high regard for confidentiality

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Other Duties

- Ensure that work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Attend meetings, minute take and follow up on actions when required.
- Work within the Finance & Resource team to ensure all key organisational deadlines are met
- Ensure all incoming calls/emails are handled professionally and efficiently and are passed to the appropriate person
- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation
- Participate in and contribute to organisational/team meetings as required
- Undertake any other duties as required

Person Specification – HR Administrator



| Quality | Essential | Desirable |
|---------------------------|---|---|
| Education and Training | <ul style="list-style-type: none"> • Educated to higher level or be able to demonstrate equivalent experience | <ul style="list-style-type: none"> • HNC Business Administration or similar • CIPD accredited qualified or equivalent |
| Job Experience and skills | <ul style="list-style-type: none"> • At least 2 years administration experience • Excellent IT skills and experience of using databases, Microsoft Office packages • Competent in minute taking • Ability to draft routine and non-routine correspondence and reports • Experience of system/databases • Ability to prioritise workload and work to tight deadlines • Project administration experience | <ul style="list-style-type: none"> • HR experience • Knowledge of employment legislation |
| Personal Qualities | <ul style="list-style-type: none"> • Complete discretion and commitment to confidentiality • Ability to work effectively with colleagues at all levels and with a wide range of external contacts • Good interpersonal skills • Good communication skills both oral and in writing • Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload • A commitment to the work of Scottish Refugee Council and to its values, equality aims, policies and procedures | |