

## HR Assistant (Job Share 17.5 hours)

Location: 15 Dava Street, Glasgow, G51 2JA

Grade: SCP 19-22 (£21,427-£23,194 per annum) pro-rata

### Job Purpose

The HR Assistant will provide an effective and efficient service to the HR department and wider organization, by creating and maintaining comprehensive HR systems and processes and by collating and producing management information to aid organisational activities, HR information provision and HR service delivery.

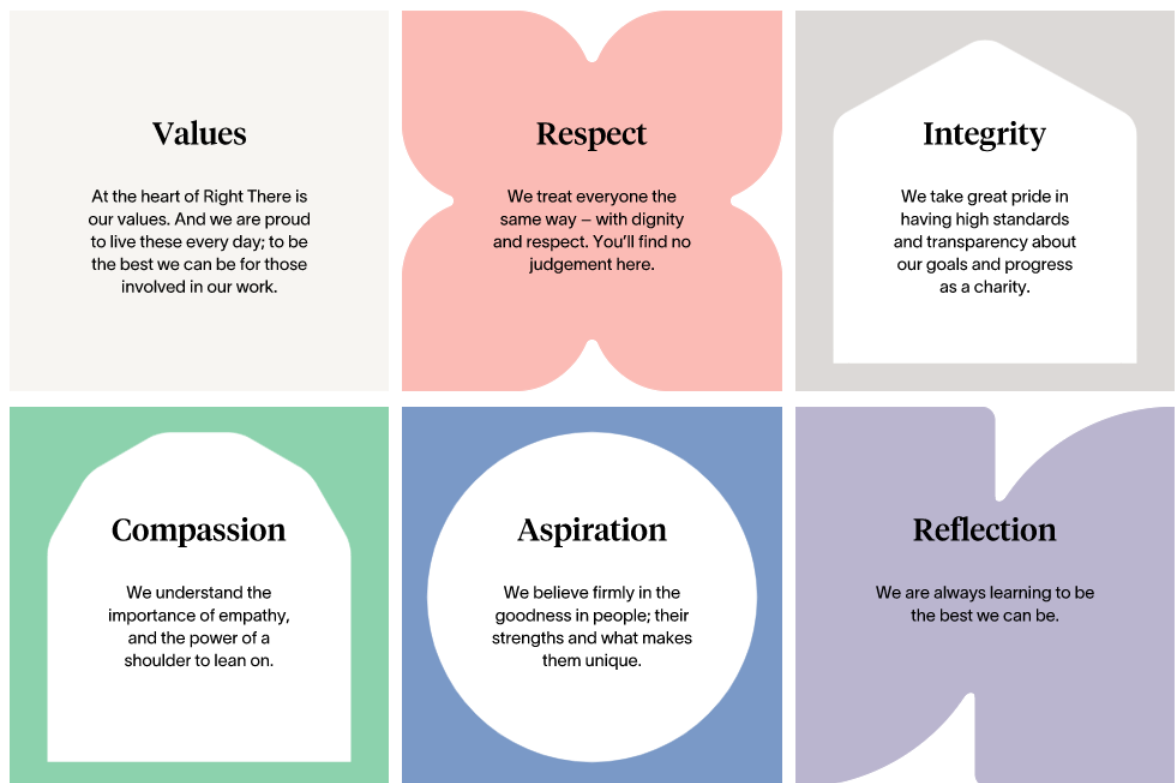
### Role and Responsibilities

- Being responsible for the day-to-day management of HR Information Systems including the maintenance, implementation, upgrading and integrity of the data within those systems.
- Creating efficient and streamlined processes in the HR and Training systems.
- Conducting regular HR Systems audits to identify discrepancies or errors.
- Undertaking benchmarking exercises with regards to pay and benefits
- Updating and distributing a wide range of HR related documents, forms and correspondence
- Developing, implementing and maintaining relevant administrative systems to support the HR and Training function
- Ensuring that all information held on staff is managed in accordance with the Data Protection Act 2018
- Managing and maintaining the HR database and employee personnel files to ensure that information is recorded accurately and in a timely and consistent manner eg. Annual Leave and Absence
- Providing advice and guidance on basic HR Policies and Procedures
- Escalating queries when necessary to the HR Advisor
- Assisting the HR team in ensuring that all Policies and Procedures are adhered to, adopting a pro-active approach at all times.
- Ensuring we have robust and accurate systems for recording and passing all payroll information to the Finance Department
- Developing robust systems to fulfill all other contractual obligations

- Extracting and analysing statistical data to assist in the production of a Management Information Report on a monthly and quarterly basis
- Designing and producing HR and Training reports as requested to inform decision making
- Supporting the L&D lead as required with regards to e-learning and both internal and external training.

## What we expect from you

Our values make us who we are and define our actions and behaviours every day. We'd expect the post-holder to uphold and represent our organisation in a way that reflects our values and person-centred way of working.



## What you can expect from us

We value our staff as our greatest asset and will provide the following working conditions:

- The post holder will report to the HR Manager and through them to the Head of People.
- Your normal working hours are 17.5 per week. These hours are usually worked Monday to Friday, and *flexibly between the hours of 8.00am to 6.00pm*, with core hours over the period from 10am to 4pm, *with one-hour unpaid break*. Variations to these hours must be agreed with your line manager.
- Your usual place of work will be 15 Dava Street, Glasgow, G51 2JA. Alternatively, you may also choose to work remotely from your home address.
- Working arrangements must be agreed with your line manager, based on the needs of the service.
- You may be required to work from such other place as the organisation may reasonably require from time to time.
- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays
- All appointments are subject to a minimum of a 12-week probationary period
- You will be automatically enrolled into the People's Pension following successful completion of your probationary period, provided you meet the auto-enrolment criteria
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

## Person Specification – HR Assistant (People Team)

Qualifications	Behaviour	Essential Knowledge
<b>Qualifications</b>	Knowledge of the processes and practices that are central to the HR function	CIPD qualified or willingness to work towards
		Computer literate and competent with Microsoft Office software package
		Practical knowledge of producing, presenting and analysing statistics
		<b>Desirable Knowledge</b>
		Awareness of issues surrounding charity sector
<b>Values and Competency</b>	<b>Behaviour</b>	<b>Essential Skills and Experience</b>
<b>Respect- Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates a professional approach at all times</li> <li>• Demonstrates respectful, thoughtful and non-threatening communication</li> <li>• Uses initiative and perspective</li> <li>• Uses facts and information to support and communicate an opinion</li> <li>• Acts as a positive role model and encourages good behaviour through personal example</li> <li>• Actively listens and uses the most effective means of communication for the circumstances</li> <li>• Shares information with the right people at the right time</li> </ul>	Demonstrates effective communication verbally and written Experience of Working Autonomously Experience of determining when appropriate to escalate an issue
<b>Integrity- Leadership and Accountability</b>	<ul style="list-style-type: none"> <li>• Maintains commitment and completes undertakings</li> <li>• Accepts responsibility for own actions</li> <li>• Maintains professional relationships with colleagues, service users, community and partner agencies</li> </ul>	Experience of effective Workload planning Experience of managing and achieving competing deadlines Experience of responding to changing priorities Demonstrates effective co-ordination of information from a variety of sources Experience of effectively managing a task from start to completion Demonstrates initiative and plans ahead
<b>Compassion- People Focus</b>	<ul style="list-style-type: none"> <li>• Shows compassion and concern for others</li> <li>• Takes account of the impact of own decisions on the well-being of service users and other staff</li> <li>• Respects the need for confidentiality</li> </ul>	Experience of applying resourceful solutions to problems Demonstrates an understanding and consideration of the views, concerns and needs of others when taking action

<p><b>Aspiration- Developing People and Services</b></p>	<ul style="list-style-type: none"> <li>• Maintains balanced, professional relationships with others</li> <li>• Suggests improvements to existing practices and how they could be made</li> <li>• Adopts a positive attitude to changing circumstances</li> <li>• Constructively challenges existing practices</li> <li>• Demonstrates a desire for personal and professional development through seeking opportunities to develop own skills</li> <li>• Seeks feedback about own performance and looks to improve</li> </ul>	<p>Working knowledge of the Data Protection Act Experience of collating, processing, presenting and analysing statistical data in a meaningful way</p>
<p><b>Reflection- Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Applies learning from previous mistakes and successes</li> <li>• Uses own initiative to take preventative action</li> <li>• Assesses situations objectively</li> <li>• Ensure decisions reflect Right There Values</li> </ul>	<p>Experience of working in a busy HR office environment Initiates action to achieve solutions Experience of following up on matters to achieve an effective outcome</p>