

HR OFFICER JOB DESCRIPTION

Identifying Facts

Current Job Title:	HR Officer
Service Sector:	Human Resources
Organisational Relationships:	HR Business Partners, Head of People & Organisational Development, Learning & Development Manager, Recruitment Business Partner.
Line Manages:	N/A
Qualification Requirement:	N/A

Job Purpose

To provide an effective and efficient administrative service to support the HR department and wider organisation. To support the wider HR function by providing advice, support, and training to people managers across the organisation.

Major Tasks

1. Recruitment
2. Occupational Health
3. New employees and changes
4. Reporting
5. Process leavers and references
6. Administrative support
7. Advice and Guidance
8. Learning & Development

Main Activities

1. Recruitment

- a. Assist managers in determining where and when to advertise by explaining the range of options available and the benefits of these.
- b. Update and amend details on advert templates as required (e.g., job titles, locations) to ensure these reflect the requirements of the role. Review advert content and discuss with managers any concerns.
- c. Check internal systems to ensure the post is in budget.
- d. Publish adverts on social media, job boards and our website using their different content management systems.
- e. Review all pre-employment paperwork for accuracy and completeness.
- f. Contact individuals should issues arise (e.g., missing documents, incomplete information) and query or request required information.

- g. Log and track employment vetting information (e.g., eligibility to work documentation, references, Disclosure).
- h. Identify issues to HRBPs recommending actions with regards referencing and follow relevant process (e.g., unclear disclosures).
- i. Notify managers once satisfied that required checks have been satisfactorily concluded.

2. Occupational Health

- a. Check questionnaires (pre-employment, drivers, and night workers) have been completed and forward to Occupational Health for review. Check that referrals contain relevant information and amend as appropriate.
- b. Liaise with Occupational Health and staff to arrange appointments where necessary and issue relevant documentation.
- c. Obtain and send relevant paperwork to Occupational Health prior to the appointment for review.
- d. Forward Occupational Health outcomes to relevant managers and save to the electronic personal files.

3. New employees and changes

- a. Process new start paperwork and accurately record contractual changes on the HR system ensuring payroll deadlines are adhered to.
- b. Calculate and check pay calculations and grades to ensure that the correct amounts are notified. Check changes are in accordance with organisational policy (e.g., advertising, maximum hours).
- c. Produce and issue confirmation correspondence (e.g., contract of employment, contract change letter etc.).

4. Reporting

- a. Export data from various systems to produce monthly statistical reports. (e.g., Long Service, SSSC, New Starts/Leavers, KPIs, Recharges, IT accounts and Absence).
- b. Manipulate data (e.g., use pivot tables, formulas etc.) to produce reports and issue these to the identified individuals in accordance with the schedule.

5. Process leavers and references

- a. Upon receipt process leaver forms and generate references ensuring Finance have received copies of the leaver paperwork. Query references that appear anomalous with Managers.
- b. Issue upon request references to appropriate parties having verified that the requester is genuine.

6. Administrative support

- a. Update the HR system and electronic files promptly with any changes to staff records or upon receipt of new documentation.
- b. Act as a primary point of contact by responding to a range of general enquiries e.g., holiday entitlements, pension queries, current vacancies.
- c. Take minutes at hearings as required and give accurate representations of what occurred at meetings e.g., discipline, health, grievance meetings.
- d. Provide support to the HR Business Partners with case work or service visits through producing bespoke reports, calculating redundancy calculations, generating mail merge correspondence.
- e. Prepare purchase order forms accurately, ensuring the codes and amounts are accurate.
- f. Keep HR local operating procedures up to date by making amendments if procedures change, and if necessary, create new ones.
- g. In addition to monthly reviews, periodically review outstanding documentation and issue reminders to relevant managers (e.g., contracts, probationary paperwork). Conduct periodic audits of files and systems to ensure accuracy.

7. Advice and Guidance

- a. Provide advice and guidance to managers and staff on a range of HR policies and procedures covering the full employment life cycle. Will consider the factual circumstances, prevailing policy and procedure, past practice, and legal obligations.
- b. Ensure, through exploration with the manager, that a full understanding of the relevant circumstances is received prior to giving advice. Will explore different options available and assess the impact of each. Will agree a course of action with the manager and ensure appropriate records are maintained.
- c. Where agreement cannot be reached or where there are any competing demands will refer the matter to the HR Business Partner to resolve.

8. Learning & Development

- a. Organise sessions for staff and managers taking into account the number of requests, geographic spread and operational importance.
- b. Lead or support in the delivery of training and induction sessions varying from individual to small groups of up to ten people.
- c. Assist others with the development of training materials including preparation of PowerPoint slides, handouts, and course plan.
- d. Manage the internal Learning Management System,

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

Agreement

Job holder: _____

Name: _____

Date: _____

Management Representative: _____

Name (Line Manager): _____

Date: _____

Trade Union Representative: _____

Name: _____

Date: _____