



Children's Hospices Across Scotland

## JOB DESCRIPTION – HR ADMINISTRATOR

### Job Details

Job Title – **HR Administrator**  
Responsible to – **Head of People**  
Job Family – **People and Strategy**

Location – **Edinburgh**  
Salary – **CHAS Level C**

### Job Purpose

Working within the culture, ethos and philosophy of CHAS, to provide a full range of transactional Human Resources (HR) administrative tasks in order to support the functioning of the People Team.

### Main Tasks

- Recruitment and Selection
- Payroll and Contractual Administration
- Data Management

### Job Activities

#### Recruitment and Selection

- Advise hiring managers of the process for submitting vacancies for approval and advertisement
- Support managers with the drafting of vacancy adverts and timetabling of recruitment processes, setting up new vacancies and uploading job adverts to the CHAS website and external job boards
- Manage all email/telephone enquiries regarding vacancies, maintaining the Careers inbox, and ensuring timely responses to queries
- Issue interview invites and prepare panel packs, ensuring managers have all the information they need for their interviews
- Participate in the selection panel and facilitate practical assessments where required
- Liaise with candidates throughout the recruitment process, ensuring successful and unsuccessful candidates are notified following shortlisting and selection stages of the recruitment process
- Ensure all conditional pre-employment checks are completed including reference checks, PVG/Basic Disclosure, pre-employment health assessment, right to work and qualifications/professional registration
- Countersign Disclosure Scotland PVG applications, checking ID documentation
- Prepare and issue conditional offers, contracts of employment and bank engagement letters to new staff

### **Payroll and Contractual Administration**

- Responsible for inputting monthly payroll information in to the HR system, including new starters, leavers and contractual changes
- Ensuring payroll deadlines are met for monthly changes
- Prepare and issue contractual paperwork to employees and bank staff, ensuring that documents are issued in a timely manner
- Prepare and issue letters for matters such as Sick Leave and Pay, Maternity Leave, etc.

### **Data Management**

- Maintain staff records on the self-service HR system, ensuring information is accurate and retained in accordance with information governance and data retention requirements
- Update and maintain HR systems, acting as the first point of contact for HR system enquiries and ensuring all enquiries are logged and remedied in a timely manner
- Provide routine and ad hoc management information and statistical data when required

### **General**

- First point of contact and responsible for dealing with general face-to-face, email and telephone queries related to the People function, ensuring these are answered directly or are passed to the appropriate individual for a response
- Undertake all aspects of HR administration including updating spreadsheets and databases, drafting communications, scanning and filing documents, and creating reports
- Liaise with Disclosure Scotland on a regular basis, ensuring any relevant notifications are raised with the Chief Executive as lead countersignatory
- Support the HR Business Partner with the Occupational Health (OH) process and issuing sickness absence letters when required
- Support and administer the job evaluation scheduling and process
- Responsible for developing internal working policies and procedures to improve the efficiency of the People department
- Demonstrate compliance with HIS requirements working with CHAS internal policies and procedures, subject to ad hoc HIS and Care Inspectorate inspection requests

### **Health and Safety**

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

### **Information Governance**

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

### **Volunteer Engagement**

- Work alongside volunteers and actively support their work by providing advice and information to help them in their roles

## Dimensions

- In performing this role, frequently has contact with the Head of People, HR Business Partner, other HR staff, and all staff and line managers including Senior Managers
- Participate in team meetings and working groups when required

## Decisions and Communications

### Decisions

- Within the agreed management structure in CHAS, works within clearly defined policies and procedures, where judgement and initiative are required to prioritise work. Generally, work is routine but it can often result in follow up and ad hoc activity with the post holder taking the decision when to refer issues to the senior HR managers

### Communications

- On a daily basis, communicates complex and sensitive employee and volunteer information to senior HR managers and line managers
- Develops and maintains relationships with CHAS staff, volunteers, external agencies and members of the public, to ensure a co-ordinated approach to human resource management



Children's Hospices Across Scotland

## PERSON SPECIFICATION – HR ADMINISTRATOR

### Education, Qualifications, and Training

#### Essential

- CPD/CIPD qualification or equivalent (alternatively, at least two years' experience in a HR environment will be considered)

#### Desirable

- None

Method of Assessment – Application Form

### Skills, Abilities, and Knowledge

#### Essential

- Demonstrable knowledge of HR and/or Recruitment administrative processes and procedures
- Demonstrable working knowledge of Microsoft Office software, specifically Outlook, Word, Excel and SharePoint
- Advanced keyboard skills
- Excellent verbal and written communication skills, and the ability to interact with people at all levels
- Highly developed planning and organisational skills
- Ability to prioritise and manage own workload and work on own initiative
- A calm, logical and methodical approach, often working under pressure to tight deadlines
- Excellent degree of accuracy and attention to detail
- Good time management skills

#### Desirable

- None

Method of Assessment – Application Form and Interview

### Experience

#### Essential

- Demonstrable experience of working in a HR or Recruitment Administration environment
- Experience of maintaining information databases, particularly HR and/or Recruitment systems

#### Desirable

- Experience of working in HR Systems Administration
- Experience of using the Iris Cascade HR system and Recruitment+ module

Method of Assessment – Application Form and Interview

## Personal Qualities

### Essential

- Resourceful and proactive, with a positive can-do attitude
- Friendly and outgoing with the ability to interact positively with people at all levels
- Ability to work closely with others in a small and supportive team environment
- Ability to work with volunteers and to recognise their contribution
- A commitment to core vision and values of CHAS

### Desirable

- None

Method of Assessment – Interview

## Other Requirements

### Essential

- Willingness to travel between CHAS sites as required

### Desirable

- Full driving licence and access to a vehicle

Method of Assessment – Application Form and Interview