

### **CONDITIONS OF SERVICE**

<b>Hours:</b>	Hours are <b>34 hours per week</b> . Where additional hours are worked, overtime will be paid (must exceed full time hours if part time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.
<b>Contract:</b>	<b>Permanent Post.</b> All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.
<b>Salary:</b>	Salaries are paid monthly, directly into a bank account of your choice. The salary for the post is <b>£22,346 - £23,682 per annum</b> . It is policy to commence on the first point of the salary scale unless, at the Manager's discretion, an alternative agreement is reached.
<b>Pension:</b>	<p>Employees will initially be enrolled in the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1<sup>st</sup> April 2019. Further details of the scheme are available from the payroll team.</p> <p>Employees with a contract of 6 months or more can however opt out of the auto-enrolment scheme and request to join Hillcrest Homes Defined Contribution Scheme with the TPT Retirement Solutions where the employee currently contributes 8.5% of earnings and the Organisation's contribution is 8.5%.</p>
<b>Health Plan:</b>	Employee's are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
<b>Annual Leave:</b>	<b>Leave year runs from 1<sup>st</sup> January - 31<sup>st</sup> December.</b> Annual Leave entitlement is 225.6 hours per annum, rising to 260.85 hours over a 5 year period. 5 days Public holidays have been included in this annual leave entitlement. Managers will commence on 260.85 hours. You are required to retain 35.25 hours annual leave (or part time equivalent) to cover the

shutdown period over Christmas and New Year **Annual leave is calculated on a pro rata basis for part time staff**

**General:** Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.

**Smoking:** The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are outwith the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of Offenders Act 1974:** If you have any unspent convictions you must declare this on your application form.

In relation to 'spent' convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**

**Equal Opportunities:**

Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:**

Please forward applications before the closing date

**C.V.'s will not be considered.**

## JOB DESCRIPTION

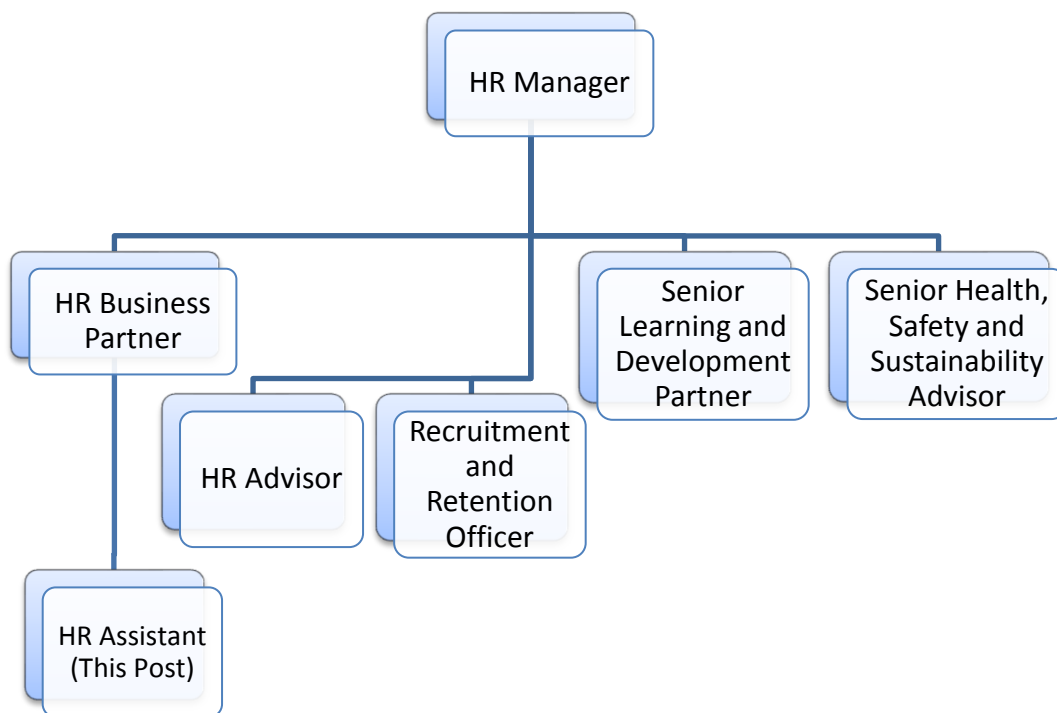
**Job Title:** Human Resource Assistant

**Department:** Corporate Services

**Salary:** £23,168 - £24,553 per annum (based on full time of 35.25 hours)

**Responsible to:** Human Resource Business Partner

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### Main Purpose of Post:

The HR Assistant undertakes the daily administrative tasks to support the HR function within Hillcrest. This involves supporting and assisting the HR Business Partner in all aspects of their roles, responding to queries from manager, employees and job candidates, recruitment, payroll, processing information and IT maintaining systems.

### **Main Duties and Responsibilities:**

1. To maintain and update the recruitment portal (Logic Melon);
2. To deal effectively and efficiently with all recruitment queries from both internal and external applicants;
3. To collate and process the relevant paperwork for vacancies and ensure that the required vacancy control is in place prior to the post being advertised;
4. To actively manage and monitor receipt of all pre-employment checks, for example; PVG, Health questionnaire, Right to Work in the UK and References;
5. Monitor the process of Scottish Social Services Council (SSSC) registration for staff to ensure registration deadlines are met, where applicable;
6. To act as a first point of contact for all customers to the Human Resources team;
7. To issue Contracts of Employment to new starters, and send amendment letters to staff to inform them of contractual changes as they occur;
8. To effectively and efficiently process and forward any changes to payroll meeting required deadlines;
9. To support the administration of any staff benefit scheme introduced by the organisation;
10. To advise managers and staff on routine HR queries including; sickness absence data, recruitment, terms and conditions of service, seeking advice and guidance as necessary;
11. To be responsible for maintaining effective office systems and procedures, making maximum use of technology and updating information as appropriate;
12. To open, date and distribute incoming mail for the HR team;
13. To provide an efficient and effective administrative service for the HR function and the designated HR Business Partner - this may include receiving telephone calls, minute taking, meeting planning, diary management, electronic filing, maintenance of databases, receipting of invoices, scanning and photocopying;
14. As part of the wider team, review working practices and suggest improvements, ensuring continual business improvement;
15. Prepare management information reports relating to HR activities in staffing, absence and recruitment, as and when required;

16. Oversee employee file maintenance and record keeping in accordance with General Data Protection Legislation (GDPR);
17. Assist and, or provide support with HR projects and initiatives (such as Recognition and Reward, development of HR system, Document Manager and Self-Service portal).

**To carry out any other reasonable duties as required by the organisation.**

**Version: 1**

**Date: 25.06.20**

**Person Specification – Human Resources Assistant**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified to a relevant SCQF Level 6 or equivalent professional qualification.</li> </ul>	<ul style="list-style-type: none"> <li>HNC level (SCQF Level 7).</li> </ul>	Application Form; Qualification Certificate.
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in an HR environment or considerable experience in a busy reactive administrative role;</li> <li>Experience working with databases such as a HR system or client and, or customer databases;</li> <li>Experience of working with HR and Payroll systems.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable experience of working in a HR specific environment or role;</li> <li>Evidence of continued professional development;</li> <li>Experience of working with an Applicant Tracking System.</li> </ul>	Application Form; To evidence at Interview; References for verification.
<b>Proven Competencies</b>	<ul style="list-style-type: none"> <li>Strong IT skills in the use of MS excel, word, access and outlook;</li> <li>Excellent MS Excel skills;</li> <li>Customer focussed, with an ability to build positive working relationships;</li> <li>High attention to detail, good organisation and time management skills;</li> <li>Ability to manage multiple priorities and a varied workload whilst working under pressure;</li> <li>Good communication skills both verbal and in writing;</li> <li>Excellent interpersonal skills;</li> </ul>	<ul style="list-style-type: none"> <li>Advanced knowledge of MS Office software including Pivot Tables, IF statements and look up tables.</li> </ul>	Application Form; To evidence at Interview; References for verification; Test and, or Written Exercise.

	<ul style="list-style-type: none"> <li>• Ability to problem solve and use own initiative to resolve queries to a satisfactory conclusion;</li> <li>• Be a champion for continuous improvement.</li> </ul>		
<b>Role Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to deal with matters confidentially and sensitively;</li> <li>• The ability to use judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred onwards to be addressed by HR Business Partners.</li> </ul>		To evidence at Interview; References for verification.