

## **The Role and Responsibilities of the Human Resources Administrator**

**Responsible to:** Head of Operations

**Responsible for:** Providing a high-quality HR service to all colleagues and potential colleagues across the business

**Key tasks will include:**

- Support recruitment through drafting role profiles and job descriptions, creating job adverts, arranging interviews, preparing offers and contracts of employment
- On-boarding new employees
- Updating payroll information for monthly submission to payroll provider
- Manage all paperwork in relation to probationary periods, contract changes, flexible working requests etc.
- Manage the administration of the online HR system producing analysis and reports and supporting employees with any queries
- Log sickness absence on the HR system and follow up on medical certificates etc.
- Holiday administration, including calculating holiday entitlement, dealing with enquiries
- Promote training opportunities to staff and maintain training records
- Ensure driving licence, insurance and PVG scheme checks are completed and up to date for all staff
- Updating HR templates
- Manage all leavers administration
- Ensure line managers and staff are well supported and have access to the right resources when required
- Ensure compliance of internal procedures and controls, and providing feedback to evolve and improve processes, making sure legal requirements are met
- Assist and perform administration activities to provide support across the business

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.*

## Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications and attainments</b>	<p>Educated to degree level or qualified by experience within an HR function for a minimum of three years</p> <p>A strong proficiency in English and mathematics</p>	<p>An understanding of athletics or other sport</p> <p>CIPD part qualification</p>
<b>Work and other experience</b>	<p>Strong knowledge and experience of databases, MS Excel, MS Outlook and MS Word</p>	<p>Enthusiastic and displays a keen interest in sport</p> <p>Competent in the use of other MS 365 apps</p>
<b>Skills</b>	<p>Ability to influence and guide others</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p> <p>Team player with ability and willingness to work well with others, and to tight timescales</p> <p>Ability to multitask and has the flexibility to complete a variety of projects in tandem</p> <p>A quick learner able to organise and prioritise personal workload and demonstrate an adaptable and responsive approach to work demands of business and stakeholder needs</p>	
<b>Disposition and Personal qualities</b>	<p>Self-motivated and takes ownership of tasks and problems</p> <p>Conscientious with a demonstrably high level of accuracy and attention to detail</p> <p>Confident and able to work with a minimum of supervision</p> <p>Reliable, trustworthy and highly organised</p> <p>Demonstrates confidentiality, discretion, tact and diplomacy</p>	

## Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive and Equalities Officer, at [francesca.snitjer@scottishathletics.org.uk](mailto:francesca.snitjer@scottishathletics.org.uk)

The closing date for applications is **noon on Thursday 23<sup>rd</sup> March 2023** with interviews taking place week commencing 27<sup>th</sup> March 2023.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

**scottishathletics** is an equal opportunities employer.