

JOB DESCRIPTION

Job Title:	Human Resources Administrator
Responsible to:	Human Resources Advisor
Location:	Elmbank Crescent, Glasgow

Main purpose of job

To work closely with the Human Resources team to assist in the day to day running of a busy HR office. To provide Scottish Opera with an effective, generalist HR administration service across the full range of human resources activities.

This is a role with a strong emphasis on administrative duties and the development and collation of information to an HR system in line with human resources and finance workflow processes.

Key accountabilities

- To provide administrative support for all recruitment and selection activities, ensuring accurate completion of all contractual documentation relating to appointments, variations of contracts and terminations
- Keep an accurate record of seasonal contracting arrangements; keep updated records, produce contracts, circulate and ensure signed returns are received and filed appropriately
- Liaise with the Finance Team, provide employee pay information, ensuring the information is accurate, timely and in line with contractual arrangements
- Maintain personnel records ensuring they are kept up to date and accessible
- Input employee information that contains absence, training, and health and safety records to the HR or shared databases
- Seek to continually improve processes and systems through proposals and recommendations to HR Advisor/Manager
- Filing of information e.g., absence records, contracts, holiday forms
- Dealing with internal and external queries
- To be aware that this post deals with sensitive information and thus, confidentiality is of paramount importance

Person Specification

- A minimum of two years' experience in a professional HR environment
- An understanding of employment law and contractual requirements
- Strong IT skills, including MS Office.
- Experience of Navision / Miracle People would be an advantage
- Evidence of an ability for excellent planning and organisation
- Ability to meet tight deadlines and handle ever changing workload priorities
- First class communications skills
- Attention to detail and accuracy is essential, with a strong commitment to quality
- Demonstrate confidentiality, discretion, tact and diplomacy
- Ability to work as part of a team or independently
- General administration duties as required

General Terms and Conditions

Hours of Work: Standard office hours are 35 hours per week, 9.30am to 5.30pm, Monday to Friday, with an hour for lunch. This post also requires evening and weekend working when necessary.

Payment for overtime is not applicable to this post

Annual salary: £22,000 to £25,000 based on experience

Holiday entitlement: 25 days per annum plus 10 public holidays

Probationary period: 3 months

Pension: Pension automatic enrolment is in operation within the Company. You will be automatically enrolled into the pension scheme, you will contribute 4% of salary, and the Company contributes 8%.