



Job Description & Person Specification

HR Officer

Post:	HR Officer
Service:	Human Resources
Line Managed by:	HR Manager
Salary Range:	Points 28-30, £27,554.97 - £28,795.45 per annum (pro rata)
Hours:	39 per week
Base:	Remote/home working with a requirement to attend meetings and work at The Action Group's Prentice Centre Office in Edinburgh, when required. Travel to this location from home is not covered.

THIS POST REQUIRES A STANDARD DISCLOSURE

Main Purpose:

The main purpose of the role is to provide a comprehensive and professional HR support service to managers and employees across The Action Group.

1. Specific Duties
2. General duties

1. Specific Duties

1. HR Support

To ensure the accurate processing and recording of all employee information and documentation including:

- a) Inputting absence data onto Cascade and generating absence reports for key stakeholders
- b) Providing regular updates to Team Managers regarding staff absences through the production of a monthly Bradford Factor report (and any other absence reports or employee process updates)
- c) Monthly HR report to Payroll for holidays
- d) Monthly carry forward of annual leave and managing annual leave queries from employees
- e) Processing salary increases and increments, providing accurate information to Payroll
- f) Annual Gender Pay Gap report (with assistance from HR Advisor)
- g) Annual Accruals reporting (with assistance from HR Advisor)
- h) Providing and presenting statistics as required for reporting purposes by senior managers – mostly in the form of the Quarterly Stats as the lead
- i) Oversee any future responsibilities as may be required in accordance with changes to immigration laws, visa regulations, and sponsorship requirements, ensuring full compliance with evolving legal and policy frameworks (with assistance from HR Advisor)
- j) Assisting with SSSC reminders as needed
- k) Training new users in the basic functions of Cascade (e.g. site navigation, running queries)
- l) Creating and maintaining new Cascade reports, workflows and screen configurations as required
- m) Processing invoices and providing accurate information to Payroll
- n) Ensuring that employee files (both paper copies and computerised records) are kept up to date and secure
- o) Providing information to employees with regard to their terms and conditions
- p) Assisting with processing statutory entitlements e.g. flexible working requests, parental leave (with assistance from HR Advisor)
- q) Supporting the team in a range of projects and initiatives as they arise
- r) Assisting in the preparation of offers of employment and other contractual documentation for employees.
- s) Assisting with and providing cover for the Recruitment Officer during periods of high demand, absence, or other types of leave.
- t) Assisting in the processing and sign off contract amendments, providing accurate information to Payroll
- u) Assisting in the processing and sign off starters and leavers, providing accurate information to Payroll
- v) Assisting in the management of the shared HR inbox and allocating emails to the appropriate team member

2. General duties

In addition to the above, your role also requires you to:

- a) Carry out duties in accordance with The Action Group standards, policies and procedures.
- b) Support Senior Manager Human Resource in the development of the Human Resource department's services.
- c) Communicate in a helpful, positive and friendly manner with all internal and external customers of the HR service
- d) Support appointed investigating officers in their duties under The Action Group disciplinary standards as and when required.
- e) Undertake any other duties as assigned

3. Confidentiality

- High standards of confidentiality are required in relation to the roles, tasks and responsibilities described above.

4. Support & Reassurance Received

- The post holder will regularly meet their line manager for support & reassurance meetings as outlined in The Action Group's support & reassurance policy.

5. Amendments

- This job description is not intended to be exhaustive and the post holder may be required to perform other duties on occasion.
- This job description may be amended following discussions with the post holder and with approval from the HR Manager.

HR Officer - Person Specification

What the Action Group looks for in an applicant:

Person Specification

Criteria	Essential	Desirable
Motivation and outlook	<p>Acceptance and support of The Action Group's values</p> <p>Demonstrates outstanding customer service skills</p> <p>Demonstrates a proactive approach to job responsibilities</p> <p>Hard working and self-motivated</p>	<p>Experience in a customer facing role</p> <p>Forward thinking and creative</p>
Skills and experience	<p>Strong administrative skills</p> <p>Experience in using a variety of software packages including Microsoft Word, Outlook and Excel</p> <p>Good prioritisation and time management skills</p> <p>Good verbal and written communication skills</p>	<p>Awareness of safer recruitment practices</p> <p>Experience of HR or recruitment administration</p>

	<p>Ability to prioritise and manage a busy workload.</p> <p>A professional and credible approach to tasks and problems</p>	
Personal Qualities	<p>Well organised</p> <p>Helpful and approachable manner</p> <p>Good team player</p> <p>An eye for detail</p>	
Qualifications	None.	Certificate in HR Practice or equivalent qualification such as CIPD qualification.
Other requirements	Available to work hours over five days – Monday to Friday	Available to work hours over five days – Monday to Friday