

Job Description



Position: **HR Coordinator**

Support Services

With over 200 members of staff in a range of various departments. The **HR Coordinator**, a key member of the team will undertake administration and provide guidance across the employee's life cycle.

Position Details

Job Title	HR Coordinator (office based, part-time, Permanent)
Location	Alness
Working hours	20 hours per week (between office hours of 8.30am - 5pm Mon to Fri). Can suit school hours, e.g. 09:00-13:00 (Mon-Fri), but can also be flexible to suit other commitments. The ability to occasionally work full-time hours, to cover holidays, would be an advantage.
Remuneration	negotiable dependant on relevant experience
Other Benefits	3% pension contribution, Death in Service Cover & Cycle to work Scheme
Holidays	6 weeks per year
Probationary period	3 months from commencement, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Principal Job Responsibilities

- Provide administration support as required, including filing, answering telephone calls, scanning, photocopying and emails.
- Assist in the development of, and maintain HR information systems, databases,
- to ensure they are up to date
- Assist all employees and maintain holiday booking requests on the Softworks system.
- Produce a weekly absence summary & Liaise with Payroll, as appropriate
- Timely submission of Grant Funding to SDS; CITB/Construction Skills; HIE etc.
- Escalate issues of concern
- Maintaining employee records
- To assist in staff engagement events when required.
- Process employees' requests and provide relevant information
- Comply with GDPR
- Other such activities as may, from time to time, be required / allocated.

Applicant Qualities

The successful applicant will ideally have the following skills, qualities & experience:

- Excellent communication skills
- Committed team player
- Can work in strictest confidence
- Able to lead & influence people
- Customer (internal) Focus
- Adept at data collation & analysis
- Knowledge of HR Theory & Employment Law
- Business-minded and commercially astute
- HR Solution provider
- CIPD Qualified