

# Job Description – HR Administrator

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**Job Title:** HR Administrator

**Reports To:** HR Manager

## **Overall Job Purpose**

Provide an efficient and effective HR service to the organisation whilst ensuring that Scottish Refugee Council's HR policies, procedures and processes are followed and meet current legislation.

## **Key responsibilities**

- Assist and support managers with the operation and delivery of the organisation's HR policies
- Act as a first point of contact for general HR enquires
- Administer internal and external recruitment and employee contracts
- Collate and record HR information, process forms and update records as directed
- Provide effective database management of the HR system (People Inc)
- Support the annual appraisal process
- Input training requests into the HR system and assist management in developing the organisational, departmental and individual training plans.
- Maintain systems to ensure all payroll adjustments are identified, processed and actioned timeously
- Ensure all Disclosure Scotland Forms for staff are processed and records maintained in line with the organisation policy and procedures
- Ensure accurate and up to date information is available to all staff
- Ensure we are operating within the pension's regulatory framework
- Provide statistical reports to managers, SMT and board as required
- Provide administration support to the Staffing Sub Committee
- Undertake other HR administration tasks including filing and photocopying as required
- Carry out all duties with complete discretion and a high regard for confidentiality

## **Other Duties**

- Ensure that work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Attend meetings and take minutes as required
- Work within the Finance & Corporate Services team to ensure all key organisational deadlines are met
- Ensure all incoming calls are handled professionally and efficiently and any calls or messages are passed to the appropriate person
- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation
- Participate in and contribute to organisational/team meetings as required
- Undertake any other duties as required.

# Person Specification – HR Administrator



Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>• Educated to higher level or be able to demonstrate equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD accredited</li> <li>• HR Management degree</li> </ul>
Job Experience and skills	<ul style="list-style-type: none"> <li>• Experienced administration (at least 1 year)</li> <li>• Excellent IT skills and experience of using databases and Microsoft Office - including Word, Outlook, PowerPoint and Excel to an intermediate level</li> <li>• Competent in taking minutes</li> <li>• Ability to draft routine and non-routine correspondence and reports</li> <li>• Database management experience</li> <li>• Ability to prioritise workload and work to tight deadlines</li> <li>• Project administration experience</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Complete discretion and commitment to confidentiality</li> <li>• Ability to work effectively with colleagues at all levels and with a wide range of external contacts</li> <li>• Good interpersonal skills</li> <li>• Good communication skills both oral and in writing</li> <li>• Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload</li> <li>• A commitment to the work of Scottish Refugee Council and to its values, equality aims, policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of cultural differences</li> </ul>