

Job Description

Job Title:	People and Culture Administrator
Reports To:	Head of People Partnering
Location:	Headquarters, Dunfermline (with a flexible blend of home working)
Hours:	9am - 5pm, 35 hours, Monday to Friday
Contacts:	Director of People & Culture, People & Culture team, Line Managers, Colleagues across the Society & occasional work with external service providers.

Overall Purpose of the Role:

The role holder is responsible for providing administrative support across the people and culture function and will manage a range of cyclical administrative tasks, respond to queries promptly and diligently whilst ensuring our business stakeholders are provided an excellent administrative service. You will work closely with the People Assistant on a day-to-day basis whilst providing support across the people and culture function.

You will be responsible for managing important aspects of administration across the employee life cycle, volunteer lifecycle and people development journey.

This role would suit someone with a strong interest in People and Culture/HR and who is keen to learn and develop in a high-performing P&C team. We offer lots of variety and an opportunity to work across all P&C specialisms including Learning and Development, Employee Relations, Organisational Design, Recruitment, Volunteering and Payroll.

Your responsibilities in key areas are:

Administration:

- Support all recruitment administration across the people and culture team from the job requisition stage through to advert and interview planning, offer generation and system on boarding. This is inclusive of our volunteer recruitment.
- Administer necessary letters for internal changes, i.e. promotions, transfers, leavers, reference requests.
- Maintain employee records, ensuring the accuracy of employee data in our computer systems.
- In collaboration with the People Assistant, ensure monthly payroll administration is conducted in an accurate and timely manner.
- Provide administration support to cyclical audit and data requests across the people and culture team.
- Answer routine queries and enquiries that are submitted to our various communal mailboxes across the P&C team whilst escalating more complex to the relevant team.

- Administer all people lifecycle changes on our P&C systems including, but not limited to, IRIS, Reach and Knowledge Nest.
- Run routine and recurring reports on a number of KPI's across the team.
- Meeting facilitation and organising across the team including room bookings, organising catering and inviting delegates.
- Providing routine advice and guidance to P&C stakeholders on cyclical administrative activity across the team, escalating more complex queries to the relevant team member.
- Verifying relevant right-to-work checks in line with current legislation and submitting Disclosure Scotland checks.

GDPR and Confidentiality

- Maintain robust compliance with GDPR and confidentiality requirements as expected with a role in People and Culture.

Continuous Improvement and Projects:

- Working closely with the People Assistant to administer innovative approaches to P&C cyclical activity focused on developing new ways of working.
- Provide administrative support to P&C projects under the direction and guidance of the relevant project sponsors and Head of People Partnering.

Key Personal Attributes:

- Excellent verbal and written communication skills with strong customer focus on building solid business relationships
- Excellent organisation and time management skills with demonstrable ability to effectively plan and organise own workload
- Basic knowledge of HR practices e.g., recruitment and selection, absence, recording, training and development, employee relations
- Attention to detail, accuracy whilst working under pressure to meet strict deadlines
- Sound working knowledge of Microsoft applications, including Excel, Word, PowerPoint and Outlook