



JOB DESCRIPTION & PERSON SPECIFICATION

POST: HR Assistant

LOCATION: Perth / Hybrid

RESPONSIBLE TO: HR Officer

LINE MANAGEMENT: None

ROLE PURPOSE

To provide efficient and professional HR coordination and administration across the employee lifecycle, supporting the delivery of a high-quality people function, in line with our Employee Engagement and Culture Plan. Working closely with managers and colleagues across the charity, to coordinate recruitment and onboarding activities, maintain HR systems and records, support payroll, learning and development and other people processes, providing reports to Line Manager and others, ensuring HR practices are compliant, consistent and aligned with the charity's values.

KEY RESPONSIBILITIES

- Act as the first point of contact for HR enquiries, managing shared inboxes and providing accurate, timely and professional advice and guidance, escalating more complex matters to the HR Officer where appropriate.
- Coordinate the end-to-end administration of recruitment campaigns, including advertising vacancies, monitoring applications, arranging interviews, participating in selection activities where appropriate and preparing recruitment documentation, to attract and appoint high-quality candidates and deliver a positive candidate experience.
- Prepare and issue employment offers, contracts and associated documentation to ensure they are approved and issued in a timely and accurate manner, ensuring compliance with employment legislation and organisational policies.
- Working closely with other colleagues, coordinate onboarding activities, including pre-employment checks, induction arrangements and new starter administration, supporting managers to deliver a smooth and positive onboarding experience for new employees.
- Administer and maintain HR systems, including the HR system, Performance & Development system and Learning Management System, ensuring data is

accurate, user access is appropriately managed, and systems are effectively maintained to support operational efficiency and informed decision-making.

- Maintain accurate, secure and confidential employee records and HR documentation, ensuring compliance with data protection requirements, organisational policies and statutory obligations.
- Process employee lifecycle changes, including starters, leavers and contractual amendments, ensuring records are accurate, compliant and updated in a timely manner.
- Support with the development, maintenance and continuous improvement of HR templates, guidance notes and standard documentation to promote consistency, efficiency and best practice across people processes.
- Produce HR correspondence, reports and management information to support operational planning, informed decision-making and the achievement of departmental objectives.
- Produce quarterly KPI statistics for inclusion in Board reports, providing meaningful people insights to support effective governance and decision-making.
- Support the HR Officer with the preparation and submission of monthly payroll information, ensuring accurate data is provided within agreed timescales to facilitate timely and accurate payment of employees.
- Working with the HR Officer and/or Director of Corporate Services where appropriate, administer employee benefits and pension arrangements, including monthly pension processing, ensuring accuracy, compliance and timely administration.
- Provide administrative support for employee relations matters, including preparing documentation, coordinating meetings and taking minutes, to support fair, consistent and compassionate people management practices.
- Monitor employee absence and workforce data, identifying trends and escalating concerns where appropriate to support effective people management and workforce planning.
- Coordinate learning and development activities and monitor mandatory training compliance, maintaining accurate records to support continuous learning and high standards of performance across the organisation.
- Contribute to the continuous improvement of HR systems, processes and service delivery, seeking opportunities to enhance efficiency, employee experience and operational excellence.
- Provide support for HR projects and organisational initiatives, demonstrating flexibility and commitment to achieving departmental and organisational goals.
- Support the review, implementation and communication of HR policies and procedures, promoting a fair, consistent and values-led approach to people management across the charity.
- Work collaboratively with teams across the charity, particularly Finance, Administration, and Operations, as well as people managers, to support the seamless delivery of people-related processes and promote a culture of collaboration and continuous improvement.

GENERAL RESPONSIBILITIES

- Maintain and improve competencies through continuous professional development.
- Work collaboratively with staff across SCAA and with external stakeholders.
- Work effectively and efficiently on areas of administration, communication, health and safety and people protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Always operate in a professional way, dealing with issues in the most appropriate way, in keeping with your role as a key member of the Management team of a nationally recognised Scottish charity.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or schemes or staff etc.
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
- Be prepared to travel throughout Scotland, and occasionally beyond to meet the needs of the business.

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

AREA	ESSENTIAL	DESIRABLE
Qualifications	• Scottish National 5 qualifications (or equivalent), including English and Mathematics.	• CIPD Level 3 qualification or equivalent.
Experience & Knowledge	• Experience of providing administrative support within an HR or People function. • Experience of maintaining accurate records and managing confidential information. • Experience of coordinating administrative processes and managing competing priorities. • Experience of using HR information systems. • Understanding of GDPR/Data Protection in a HR environment.	• Experience of supporting recruitment, onboarding and employee lifecycle, payroll and benefits processes. • Experience of working within the charity, public or not-for-profit sector. • Understanding of UK employment legislation and HR best practice.

Skills & Competencies	• Strong verbal and written communication skills, with the ability to communicate professionally with a range of internal and external stakeholders. • Excellent organisational skills and attention to detail. • Ability to build positive working relationships and provide a responsive customer-focused service. • Good problem-solving skills and the ability to use initiative. • Proficiency in Microsoft Office applications, particularly Word, Excel, Outlook and Teams. • Ability to work independently and collaboratively as part of a team.	• Proactive approach to the compilation and reporting of key people related data to support decision making.
Other	• Commitment to the mission, values, and ethics of the charity sector.	