

Job Title: HR Administrator / Advisor
Salary: FTE £26,574 (Pro Rata £15,944.40)
Hours of Work: 21 Hours

DUTIES AND RESPONSIBILITIES

Independent Living Service: HR Support (7 Hours a week)

Enable recipients of Independent Living Funds and Direct Payments to be Employers by giving them advice on their Employer's responsibilities:

- Provide information to employers on their responsibilities
- Issue a starter pack to Employers and go through the contents with them, ensuring the pack is always up to date.
- Help the Employer to draw up a job description and advertise for staff on their behalf.
- Assist Employers with interviewing, if required.
- Maintain accurate records to enable Employers to meet all statutory requirements.
- Invoice the Employer for the Payroll Service they receive and monitoring payments received accurately.
- Ensure the Employer is kept abreast of any changes in employment legislation.
- Review Employers every 6 months.
- Evaluate the service annually by liaising with Employers.
- Prepare reports for Board of Directors and the Local Authority.
- Participate in meetings, staff training, and supervision as required.

HR Service (7 Hours a week)

- Develop and deliver:
 - HR Operational Plan
 - HR Marketing Plan with pricing policy
 - A Recruitment Service
 - Provision of General Advice
 - Training Package
 - Policy Templates

Internal HR Support (7 Hours a week)

- Develop and deliver internal HR support
- Support the development and implementation of HR initiatives and systems
- Provide support on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process

- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Provide monthly reports to line manager and quarterly reports to Board of Directors

Person Specification

	Essential	Desirable
Knowledge/ experience	<ul style="list-style-type: none"> • Knowledge of Human Resources practices and Company policies strongly preferred • Strong phone presence preferred • Must be efficient, punctual and possess high level of integrity • Must be a team player, have positive working attitude, flexible, professional and dependable • Must be committed to quality service and client satisfaction (customer service oriented) • Must demonstrate initiative 	<ul style="list-style-type: none"> • Experience of working or volunteering in the third sector • Experience of creating and delivering learning and development activities
Skills	<ul style="list-style-type: none"> • Verbal and written communication skills • Interpersonal skills • Ability to prioritise • Ability to manage time effectively • Excellent administrative skills • Microsoft 365 including Office, Teams and SharePoint • Ability to supervise and support people 	<p>Ability to plan and deliver presentations</p> <p>Ability to create effective promotional materials</p>

Qualifications	<ul style="list-style-type: none"> • Minimum of 1-3 years of experience in administration of HR, Recruitment, Payroll or Benefits • Demonstratable experience in a similar role within a HR/Recruitment environment 	<ul style="list-style-type: none"> • Associate Member of CIPD • A degree level qualification • Evidence of continued professional development
Personal Qualities	<ul style="list-style-type: none"> • Ability to multi-task and work to deadlines • Good attention to detail and accuracy • Works to uphold VAO Values through own behaviours • Ability to display an inclusive approach when working with a diverse range of people. • Creative thinker, able to generate new ideas and practical solutions • Ability to react to changing priorities in a fast-paced work environment • Ability to work independently and takes responsibility for own actions • Proactive and self-motivated - strives to improve organisational activity • A flexible approach to meet overall deadlines and needs of the organisation • A high degree of commitment to Voluntary Action Orkney's vision, mission, and values 	