



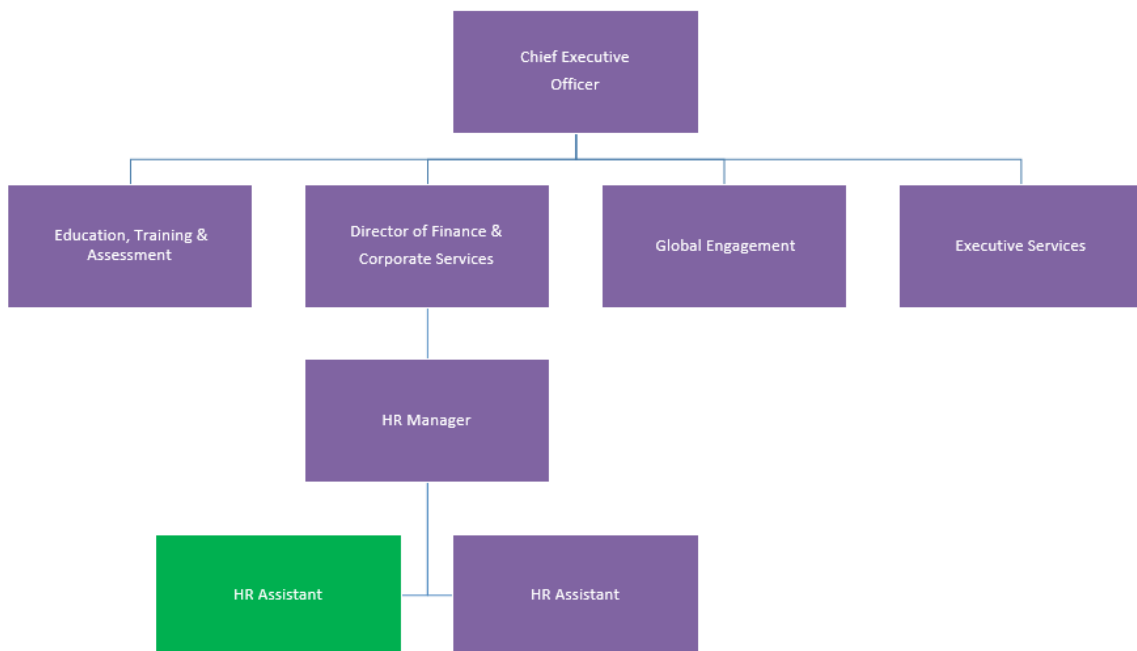
Job Description

Job Title: HR Assistant
Location: Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh
Reports to: HR Manager
Date: June 2024

Job Purpose

To provide effective and efficient HR administrative support services to the HR Manager and Senior Management Team in accordance with best employment practice.

Organisation Chart



Dimensions

- Provide HR administrative support to the HR Manager, CEO, 3 Senior Managers and approximately 14 Managers/Team Leaders.
- Provide administrative support as necessary in support of the HR Manager for the approximately 80 staff employed by the College with various work patterns and working arrangements.
- Administer the recruitment process and liaise with the recruiting manager – e.g. of number of recruitment campaigns: approximately 24 annually.
- Maintain a database to monitor equality and diversity information.
- Analyse information and prepare statistics reports annually.

Main Responsibilities

Recruitment

- Administration of recruitment campaigns including liaising with recruiting managers and agreeing the approach to be taken, ensuring accuracy of wording for, and the placement of, job adverts, processing job applications, preparation of shortlists and interview packs for panel members, organising interviews, and preparation of all associated communications with applicants.
- Onboarding new employees, obtaining references, ensuring all pre-employment checks, right to work in the UK entitlement, qualification checks (where applicable) are completed.
- Generate and issue contracts of employment, induction packs and collation of new starter documentation.
- Monitor probationary process and prompt line managers to complete the probationary period end date in a timely manner and with the associated paperwork.
- Responsibility for forwarding job adverts to employees who are on family related leave and long term sick leave.

HR Administration

- Accurately maintain all active and leaver people files and registers, ensuring these meet current legislation, GDPR requirements and RCPE retention policies.
- Ensure filing of documents is undertaken on a regular basis including the scanning and archiving of documents.
- Prepare contracts of employment for existing staff and other changes to contracts (e.g. fixed-term contract extensions, acting up and secondment letters).
- Answer HR enquiries and provide guidance to staff and managers as appropriate, supported by the HR Manager.
- Create HR processes including flowcharts and procedure notes where required.
- Carry out benchmarking of policies and benefits against peers as required.
- Respond to ad hoc requests for information from internal or external sources, e.g. employment verification requests, Annual Survey of Hours and Earnings – Office for National Statistics.
- Maintain current knowledge of HR best practice and legislation, including attendance at external forums where appropriate.

Management Information/HR System

- Ensure that HR administrative systems and database are maintained in line with best practice.
- Maintain and administer recruitment campaign equality and diversity information, input and maintain accurate data to the database and produce a statistics reports when required.
- Collate sickness absence data and prepare an annual statistical reports, including trend analysis and commentary.
- Be involved with the implementation of a HR System, support managers and staff on the system and new software/applications, and fully use the system in preparation of HR reports to deliver comprehensive management and workforce information.

Learning and Development

- Provide administrative support to the HR Manager in the co-ordination of learning and development activities both internal and external, for staff across RCPE.
- Populate and maintain the training and development requests from the annual Review and Development (appraisal) activity.
- Identify appropriate training courses and providers as required.
- Organise and book training sessions ensuring rooms and catering have been arranged, liaise with the training provider/trainer, organise attendee lists, send invites and joining instructions and carry out follow up evaluation.

Other

- Undertake general administrative duties including preparing letters, minutes of meetings, photocopying, scanning, archiving and shredding of documents.
- To make recommendations to the HR Manager to improve the efficiency of existing processes and participate in process reviews as required and in keeping with best practice.
- Provide cross-cover for the second HR Assistant during periods of peak workload, and absence.
- Undertake such other duties, ad hoc project/policy work to contribute to the provision of a quality and professional HR service as the HR Manager may require.

Planning and Organising

- The postholder will agree priorities with the HR Manager but will be responsible for planning their own workload on a day to day basis, with minimal direction ensuring key priorities are delivered appropriately.
- Important tasks can arise on a daily basis and cannot be planned in advance therefore the post holder must be able to assess workload and judge priorities.

Decision Making

The post holder will be required to support the HR Manager in participating in decisions about HR administration and in the context of wider College strategic planning.

Internal and External Relationships

Internal

HR Manager
Director of Finance and Corporate Services
CEO and Senior Management Team
Line Managers and staff
Colleagues in RCPE departments

External

Web-based recruitment provider account managers and advertising agencies
Job applicants
Training providers
HR colleagues at other Royal Colleges and organisations
Caterers

Person Specification: Knowledge, Experience, Skills and Style Required

Essential

- Experience of delivering a range of HR services previously in at least one of the following areas: recruitment, contracts of employment, employee life cycle transactions and general HR administrative functions.
- A keen attention to detail and producing work to a high level of accuracy.
- Experience of learning and delivering set internal procedures.
- Ability to manage own workload, organise time effectively, prioritise and meet deadlines.
- Awareness of HR policies and procedures and ability to provide guidance.
- Possess basic knowledge and understanding of employment law.
- Experience of handling confidential information and knowledge of data protection legislation.
- Excellent interpersonal and communication skills with a professional, helpful and approachable manner.
- Experience of accurately inputting to databases, maintaining manual/electronic records and the analysis and manipulation of this data to produce reports.

- Proficient in the use of Microsoft Office including Word, PowerPoint (for organisation chart production) and Excel.
- The ability to work as part of a team and possess a flexible and proactive approach to work.

Desirable

- Holding, or working towards, an HR qualification approved by the CIPD.
- Experience of the implementation of and/or using a HR System and associated software/ applications.
- Degree level qualification or equivalent experience/competence.

Section 10 – Job Context and Special Features

This role will cover a wide area of HR administrative support to the HR Manager and Senior Management Team.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.