

JOB DESCRIPTION

POSITION	HR Co-ordinator
REPORTS TO	HR Manager
DEPARTMENT	HR (People and Organisational Development)
DIRECT REPORTS	None
CONTRACT	Permanent

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

To provide an efficient and professional service co-ordinating and administering day-to-day HR/Recruitment operations and contributing to projects to progress the [People and Organisational Development \(POD\) plan](#).

A key aspect of this role includes responsibility for the full recruitment cycle and leading the coordination of GSC's inclusive recruitment procedures. This includes supporting managers to attract and appoint diverse talent and ensuring new employees are successfully onboarded and inducted into their role, team and the organisation.

KEY RESPONSIBILITIES

- To be the first point of contact for HR enquiries from staff and managers, referring more complex matters as required.
- Lead and manage all activities within the full recruitment and induction process, acquiring and using knowledge of local employment initiatives to highlight potential opportunities which may add value to GSC.
- Plan and coordinate the provision of learning and development activities, booking courses, updating course records, and supporting the evaluation process
- Prepare accurate payroll information in relation to starters, leavers, contract changes, pension and benefits.
- Provide effective maintenance of the HR system (Cascade) in all areas of the employee life cycle
- Provide effective maintenance of the Learning Management System (LMS) and support development of this across the organisation.
- Ensure the effective and efficient processing of HR transactional activities such as data entry, contracts of employment, absence monitoring, ordering and issuing of uniforms and other employee items.
- Manage the department inbox, responding to enquiries in a timely manner.
- Support the HR Manager with employee relations, absence and performance management processes as required.

- Champion GSC's values and behaviours within the organisation to create a positive culture and inclusive environment
- Contribute to project areas as required within the People and OD Plan.
- Issue internal staff communications and update team SharePoint pages to ensure staff are regularly informed of key information and events
- Provide management information and reports as required
- Develop and maintain positive working relationships with all GSC employees, representatives of external agencies and the general public as appropriate.
- Ensure confidentiality and integrity of all organisational data in accordance with GDPR and other relevant legislation including GSC's IT Policy.
- Implement the GSC 5-star Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To work within the standards of the Glasgow Science Centre's health and safety policy.
- To carry out other reasonable duties/ tasks as required delivering and meeting the objectives of the team and Glasgow Science Centre.

PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
A degree level qualification		x
Demonstratable experience in a similar role within a HR/Recruitment environment	x	
Associate Member of CIPD		x
Working knowledge and understanding of HR practices and key policies and procedures	x	
Experience of using and maintaining HR and/or Learning Management Systems	x	
Experience of creating and delivering learning and development activities		x

Excellent organisational skills with efficient ways of working and ability to analyse information	x	
Excellent communication and interpersonal skills and ability to demonstrate this with all levels of staff	x	
Experience of collaborative working with internal and external stakeholders	x	
IT Skills – Microsoft 365 including Office, Teams and SharePoint	x	

Personal Qualities

- Ability to multi-task and work to deadlines
- Good attention to detail and accuracy
- Works to uphold GSC 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 GSC