NATIONAL GALLERIES OF SCOTLAND

**HUMAN RESOURCES DEPARTMENT**

HR ASSISTANT (BAND 7)

**FULL-TIME, FIXED TERM (TO 31 MAY 2022)**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**Job Summary**

This fixed term role will be part of the HR team based at the Scottish National Gallery of Modern Art Two. The role will support the employee life cycle with a focus on supporting HR payroll, pension processes and general enquiries. The post holder will work closely with HR colleagues to create a culture of continuous improvement and embrace the values and objectives of the organisation. The role will report to the HR Officer.

Key Responsibilities

HR Payroll Activities:

* Processing of the HR/Payroll monthly systems process including entry for starters, leavers, contract amendments and ad-hoc updates, ensuring all data is actioned in an accurate and timely manner in line with monthly deadlines.
* Processing and maintenance of payroll timesheet information to ensure accurate and timely payment of overtime and allowances.
* Monthly e-payslip actions and responding to payslip queries.
* Support monthly payroll end processes e.g. production of payroll reports, etc.

Ownership of the HR general enquiries mailbox:

* Activities will include responding to requests as appropriate and dissemination of activity in line with agreed processes and escalating more complex requests across the HR team.

Pension Activities:

* Work with colleagues to support of pension administration in line with Civil Service Pension Employer responsibilities.
* Owning pension data cleanse projects as requested.

HR Information System Project Support

* Work with colleagues to support of the implementation and launch of the new Human Resources Information System and payroll system.

Employee Relations Support:

* Supporting HR colleagues at ER meetings including coordination of meetings and administration support (minute taking, correspondence, etc).

Employee Offboarding:

* Issue of leaver correspondence and completion of other exit processes.
* Flexibility to support other HR team members with ad hoc duties and projects.

## Knowledge, skills and experience

The following range of knowledge, skills and experience are required. Please ensure these are reflected in your application. Short listing for the interview will be based on meeting these requirements.

**Essential**

* Previous relevant experience of working within an office environment
* Experience of data entry to a high level of accuracy
* Excellent attention to detail
* Efficient administration skills
* IT literate and proficient in use of MS Excel
* Ability to communicate effectively at all levels
* Numerical ability
* Strong organisational skills including effective prioritising of work with previous experience of working to deadlines
* Ability to collate information from a range of sources for the mutual benefit of all parties
* Excellent interpersonal skills
* Team player, ability to work collaboratively
* Ability to show diplomacy and tact.

**Desirable**

* Experience of working within a HR office environment
* Experience of working with HR and/or payroll systems

**SUMMARY TERMS AND CONDITIONS**

HOURS: 42 hours per week inclusive of meal breaks

SALARY: £20,604 - £22,553 per annum

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements

ANNUAL LEAVE: 25 days per annum

Staff receive 11.5 public and privilege holidays per annum pro-rata

PENSION: Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of pensions, giving you the flexibility to choose the pension that suits you best.

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*

**The closing date for completed applications is Sunday 3 October 2021.**

