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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | **Job Description** | September 2021 |

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| **Role Title:** | Administrator – People Operations & Policy |
| **Department:** | People Department |
| **Reports to:** | Lead Consultant – People Operations & Policy |
| **Pay Grade:** | 2 Lower - £19,760 per annum |
| **Type of Contract:** | Fixed term contract, full-time (40 hours) |
| **Normal place of work:** | Edinburgh (currently working remotely during pandemic) |
| **Line Manager?** | No |
| **Budget Holder?** | No |
| **Criminal Record Check/PVG required?** | No |
| **Driving license for UK driving required?** | No |

# JOB PURPOSE

This job delivers operational administrative support to the business, focused on routine/cyclical volunteer and employee transactions within the context of policy and procedure frameworks and business drivers. It has a pivotal role ensuring data about our people is appropriately recorded and managed both within and out with the People & Payroll System (Core HR), to drive accurate people lifecycle actions (pay, pensions, absence etc), handle *ad hoc* activity, and enable management information. It also supports the People Department more widely through general and financial administration.

**Note: this is a fixed-term/temporary role to bring capacity to the People team as other team-members handle a set of critical People & Payroll System developments. It is unlikely that this role will be extended once these system developments are in place and functional.**

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

* Deliver routine/cyclical volunteer and employee transactional administration including:
  + Change transactions;
  + Starters/Leavers/Onboarding processes;
  + Financial administration, including supporting with pay queries and payroll changes;
  + Training administration.
  + Drafting employment contracts and processing employment correspondence;
  + Creating regular reports;
  + Recruitment process management, along with quality assurance, including pre-employment checking;
  + Long service awards and other recognition initiatives;
  + Supporting pay award and pay progression processing;
  + Reward and recognition initiatives;
* Deliver transactional administration relating to key external suppliers for the delivery of:
  + Benefits-related products: pension scheme, income protection and death-in-service insurance, workforce discounts;
  + Recruitment agencies;
  + Training suppliers for statutory/compliance courses only;
  + Ad hoc one-off projects, activities, advice etcAs an active user of the Trust’s People & Payroll system ensure that its data is accurate and reliable, and it seamlessly drives and reflects people transactions and management information (MI).
* As required:
  + Support general administration of the function, e.g. diary management, meeting arrangements, note-taking, document and file management;
  + support devolved projects/activities;
  + participate in internal and external meetings
  + work collegiately with (particularly) the Enquiries & Advice function to support any peaks and troughs in their workload.

# REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

**Essential:**

* Demonstrable knowledge of the basic context of *either* volunteer management, legislation, and best practice, *or* employment legislation, operations, and best practice
* Demonstrable sound administrative experience within a People function (that supports a multi- site operation), including:
  + Routine life-cycle activities (from recruitment to leavers processes);
  + Financial administration;
  + Liaising with external suppliers/contractors;
  + General administration.
* Highly proficient user of IT in general: word-processing, spreadsheets, presentations.
* Confidence and ‘presence’ to be a highly-visible and highly-effective team member within the Department, across the Trust.
* Demonstrable empathy for the aims and objectives of the National Trust for Scotland.

# Desirable

* Recognised qualification(s) in HR administration (or related subjects).
* Specific experience using People & Payroll systems.
* Experience working in a people role in the charity/not-for-profit sector.

# The Job Purpose, Key Responsibilities, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward a completed application form to the People Department (Applications), The National Trust for Scotland, Hermiston Quay, 5 Cultins Road Edinburgh EH11 4DF, by mail or by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by first post (i.e. 10.00am) on 8th of October 2021.