NATIONAL GALLERIES OF SCOTLAND

**HUMAN RESOURCES DEPARTMENT**

HR Assistant Summer Placement (Band 7)

**Full-Time, Fixed Term (June to Sept)**

**Hybrid working**

An exciting opportunity has arisen for a motivated and people-oriented HR Assistant to join our small HR team. This fixed term role will support the Talent Acquisition Team whilst we recruit staff to work in upcoming exhibitions. This role could suit an undergraduate seeking a summer placement.

**THE ROLE**

* Providing admin support for a wide range of HR activities for our recruitment processes.
* Posting adverts on job boards to entice new candidates
* Ensuring all queries by candidates, employees and managers are dealt with in a professional and timely manner.
* Tracking candidate applications through the recruitment process, arranging interviews, and assisting with candidate management tasks.
* Creating correspondence for new starters and ensuring onboarding documentation is completed.
* Checking candidates have appropriate documents for Right to Work and Disclosure Scotland checks.
* Processing new start information ensuring monthly payroll date is actioned in an accurate and timely manner in line with monthly deadlines.
* 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**

* An interest and passion for recruitment
* Analytical with a high level of accuracy and attention to detail
* Good communication skills
* Good knowledge of Microsoft Office products including MS Teams
* Strong admin and organisational skills including effective prioritising of work with previous experience of working to deadlines

**Desirable**

* Currently undertaking a Human Resource Management Degree or equivalent experience
* Experience of working within an office environment

**ABOUT US**

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.

**SUMMARY TERMS AND CONDITIONS**

HOURS: 42 hours per week inclusive of meal breaks

SALARY: £21,379 - £23,553 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

LOCATION: This is a hybrid role working mainly from home with approximately 2 days in our office based in the Gallery of Modern Art Two in Belford Road, Edinburgh.

ANNUAL LEAVE: 25 days per annum. Staff receive 11.5 public and privilege holidays per annum.

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.

**The closing date for completed applications is Wednesday 15th June 2022**

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

