

Job Title Assistant People and Organisational Development Partner
Department People and Organisational Development (POD)
Division Resources & Planning

Job Description

Purpose

To deliver high quality people and organisational development services to support the delivery of the Royal Botanic Garden Edinburgh's mission, vision, and strategy.

Main Duties

People Administration

- Onboarding new employees – generating and issuing employment contracts and paperwork, induction paperwork, referencing, right to work checks, disclosure/PVG and probation follow ups
- Processing contractual and non-contractual terms and condition changes such as changes in working patterns/hours, salary changes, promotions, fixed term contracts, family leave and paid and non-paid absences, and keeping both POD and workforce systems updated on a regular basis
- Maintain all active and leaver people files, ensuring this meets current legislation, GDPR (General Data Protection Regulation) and RBGE retention policies
- Collate and provide a variety of audiences with appropriate data such as ESM volunteer reporting, year-end reporting on turnover, sick absence and recruitment data.

Recruitment

- Administrative support for recruitment including advertising vacancies, candidate management, dealing with website enquiries on recruitment, arranging interviews, producing interview packs for panel members etc.
- Placing adverts on internal and external sites
- Processing job applications, arranging interviews, booking rooms for interviews as required, collating EDI stats
- Liaising with both candidates and recruiting managers around recruitment logistics

Volunteers

- Administration of recruitment of volunteers including advertising vacancies, volunteer candidate management, dealing with website enquiries on volunteer recruitment, and supporting Volunteer Co-Ordinators with arranging interviews
- Onboarding new volunteers – generating and issuing volunteer agreements and associated paperwork, disclosure/PVG checks
- Accurately record details of volunteers including timely delivery of long service awards and support the POD Partner when providing training for the volunteer supervisors/coordinators
- Distribute information and updates to all volunteers and internal co-ordinators, and support delivery of events
- Maintain and update volunteer section of the RBGE website
- Keep abreast of best practice in the wider volunteering context

Training & Development

- Provide support for the co-ordination of learning and development activities across RBGE, including sourcing training, raising purchase orders, making bookings, collating attendee lists and follow up evaluation

Health, Safety & Wellbeing

- Support the People & OD Partners with the ongoing co-ordination/administration of our rolling health surveillance programme
- Ensure all records relating to health and safety are up to date and held in accordance with GDPR and RBGE retention policies

Business partnering

- Support all aspects of the employee life cycle in line with current legislation and RBGE practice and procedures
- Support People & OD Partners by handling routine HR cases – attendance management, performance management, disciplinary, grievance, family leave requests etc.
- Support managers and staff to understand and apply RBGE policies and procedures
- First level response for enquiries to the Recruitment, People and Volunteering mailboxes. Dealing with enquiries or escalating depending on complexity.
- Possible line management of People & OD Administrator in the future

- Any other reasonable duties as required

Person Specification

Skills/Aptitude	Essential	Desirable
Confident communicator and comfortable dealing with people at all levels	*	
Strong administrative skills, including good attention to detail and ability to multi-task and carry out multiple administrative tasks at any one time	*	
Collaborative and client focussed attitude	*	
Self-motivated and able to work unsupervised as well as part of a team	*	
Adaptable and able to manage different priorities and tasks in a rapidly changing environment	*	
Strong organisational skills – able to prioritise as required and manage own workload working to strict deadlines	*	
Previous experience of working within a People team		*
Previous experience of line management		*

Knowledge	Essential	Desirable
Strong working knowledge of Microsoft Office programmes, particularly Word, excel and Outlook	*	
An understanding of current employment legislation as it relates to permanent, fixed term and seasonal workers		*
Good working knowledge of electronic HR systems/databases		*
Good working knowledge of General Data Protection Regulations (GDPR)		*
Good working knowledge of Working Time Directive and UK Right to Work regulations		*

Professional Qualifications	Essential	Desirable
CIPD qualified at level 3 or above, or have equivalent relevant work experience		*