



HR Assistant - Colleague Experience

Permanent, Part-time 30 hours per week

Salary £24,171 per annum pro-rata (pay award pending)

Plus generous benefits package

Hybrid / flexible working

Starting January 2024

About the role

We have an amazing opportunity if you are interested in working in HR. We're looking for an HR Assistant to support us in delivering an engaging colleague experience ensuring National Galleries of Scotland is a great place to work for all.

If you thrive working in a team and are looking for your first step into an HR role, we would love to hear from you.

Whilst you may not already have generalist HR experience, perhaps you have an administrative background or an HR qualification. A positive attitude, self-motivation, and a willingness to learn new skills are more important than experience. However, you must be a people person with great organisational skills and a keen eye for detail.

In HR we have a strong team culture where you would be welcomed and supported. We have a friendly and professional working environment where continuous improvement is encouraged.

The difference you'll make

As the HR Assistant you will provide admin support to the HR team including management of the team mailbox and supporting our employee relations and sickness absence processes. Reporting to the HR Consultant your responsibilities will include but not be limited to:

- Effective management of the HR team mailbox. You will be asked to respond in a professional and timely manner to varied internal colleague and external stakeholder enquires. Using your judgement to escalate more complex requests across the HR team.
- Providing support for our employee relations processes including supporting managers, arranging meetings, taking minutes, and issuing correspondence.
- Admin support including correspondence, system entry and paperwork issue for a variety of colleague lifecycle processes including:
 - Colleague background compliance checks
 - Sickness absence
 - Flexible working requests
- Working closely and flexibly with HR colleagues as requested.

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National Galleries of Scotland is a charity registered in Scotland No. SC003728

VAT No. GB1001904 82

Who we're looking for?

In answering our quick questions tell us more about you, how you meet the requirements, and what you will bring to the role. This will be your opportunity to stand out as well as tell us what you are looking for from us. To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Excellent knowledge of Microsoft Office products, including MS Teams.
- Team player with ability to work collaboratively.
- First class communication skills both written and verbal.
- Strong organisational skills and great attention to detail.
- Ability to review and interpret information from a range of sources to effectively respond to queries.
- Ability to show diplomacy and tact whilst being discreet and maintaining confidentiality.
- Flexible and adaptable to change.

It would also be great if you have:

- A Human Resource Management Degree or equivalent experience / CIPD Qualified.
- Experience of taking minutes.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover. As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

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We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£24,171 annum pro-rata. Pay award pending.

Hours

30 hours per week excluding breaks. Hours will normally be 4 days per week across Monday to Friday from 08.30 a.m. to 5.00 p.m. with a one-hour unpaid lunch break each day. However, days and hours worked can be discussed at interview stage.

Holidays

When you first join, you'll get 25 days annual leave per year plus 11.5 public and privilege holidays pro-rata depending on hours. After 5 years your annual leave will increase to 30 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although in the heart of Edinburgh free car parking is available on site.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 23 October 2023.

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



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