



HR Assistant - Reward & Recognition

Permanent, Full-time

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

Plus generous benefits package

Hybrid / flexible working

Starting January 2024

About the role

We have an exciting newly created role working in our HR team specialising in reward and recognition. 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 you're looking for either your first step into HR, or to progress your HR career, we would love to hear from you.

Ideally, you'll have an admin background or an HR qualification, as well as experience of data entry preferably in payroll systems. However, you must be really good with numbers, have excellent Excel and organisation skills along with 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

With a focus on our reward and recognition offer, you will provide admin support to the HR team including supporting the monthly payroll process, family friendly leave and other colleague lifecycle processes. Reporting to the HR Officer your responsibilities will include but not be limited to:

- Working with our HR and payroll systems to support the monthly payroll process. From system entry to reporting (and everything in between), you will work with great attention to detail to meet key deadlines.
- Admin support including correspondence, system entry and paperwork issue for a variety of colleague lifecycle processes including:
 - Contract amendments
 - Leavers
 - Family friendly leave
- Supporting the promotion and administration of our colleague reward and recognition offer including pension, holidays, and other benefits.
- Working closely and flexibly with HR colleagues as requested.

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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, in particular MS Excel.
- Team player with ability to work collaboratively.
- First class communication skills both written and verbal.
- Strong organisational skills and great attention to detail.
- Strong numeracy skills.
- 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:

- Human Resource Management Degree or equivalent experience / CIPD Qualified.
- Experience of working with payroll.

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 (pay award pending).

Hours

37 hours per week excluding breaks. Hours would be 08.30 a.m. to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on Friday with a one-hour unpaid lunch break each day.

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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