



HR Assistant – Talent Acquisition

Full time and Permanent

Salary £27,363 - £28,491 per annum

Plus generous benefits package

Hybrid / flexible working

About the role

We have an exciting role working in our HR team specialising in Talent Acquisition. We're looking for an experienced HR Assistant to play a key role in supporting a busy recruitment function.

The successful candidate will be able to demonstrate previous experience in a similar role. You'll help ensure we provide the best possible recruitment and onboarding experience to our candidates and hiring managers. You must be highly organised, have excellent attention to detail with experience of delivering exceptional standards of customer service.

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

You will provide admin support for a wide range of HR activities for our recruitment processes. Reporting to the HR Manager for Talent Acquisition your responsibilities will include but not be limited to:

- Overseeing our applications inbox ensuring all queries by candidates, colleagues and managers are dealt with in a professional and timely manner.
- Posting adverts on job boards to entice new candidates.
- 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.
- Carrying out onboarding processes.
- Ensuring data is updated accurately on HR systems to ensure the organisation is provided with reliable, consistent, and meaningful data (e.g. payroll, HRIS, recruitment, etc).
- Processing new start information to ensure monthly payroll data is actioned in an accurate and timely manner in line with strict deadlines.
- Supporting internal and external enquiries and requests related to the HR team.
- Working closely and flexibly with HR colleagues to support ad hoc duties and projects to create a culture of continuous improvement and embrace the values and objectives of the organisation.

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

VAT No. GB1001904 82

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Strong proven experience as an HR Assistant or another HR relevant role, preferably with a recruitment focus.
- An interest and passion for recruitment and providing excellent customer service.
- Analytical with a high level of accuracy and attention to detail.
- First class communication skills both written and verbal.
- Excellent knowledge of Microsoft Office products including MS Teams.
- Strong admin and organisational skills with a methodical approach to work including effective prioritising of tasks and working to strict deadlines.
- Team player, ability to work collaboratively.
- Ability to show diplomacy and tact whilst being discreet and maintaining confidentiality.

It would also be great if you have:

- Human Resource Management Degree or equivalent experience / CIPD Qualified.
- Experience of working with HR and/or e-recruitment systems.
- Flexible and adaptable to change.

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.

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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.

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

£27,363 - £28,491 per annum. Starting salaries will be at the minimum rate.

Hours

35 hours per week excluding a one-hour unpaid lunch break each day. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although based 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 28.97% 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, 28 October 2024

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

[nationalgalleries.org](https://www.nationalgalleries.org)

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