



JOB TITLE: Human Resources Assistant

RESPONSIBLE TO: Human Resources Team Leader

SUPERVISORY RESPONSIBILITY:

The post holder has no supervisory responsibility.

OVERALL PURPOSE OF THE POST:

- To provide an efficient administrative resource for the HR function and ensure the smooth running of the section.

MAIN DUTIES AND RESPONSIBILITIES:

- To assist the HR Team in the co-ordination of recruitment administration, including preparation, photocopying and dispatching of information packs, arrangements for shortlisting and interview, letters to candidates, references, employment contracts and other personnel correspondence as required.
- To administer and maintain appropriate records for Disclosure Scotland checks.
- To assist the HR Team to maintain personnel records systems, manual and computerised, including staff absence records.
- To carry out general administrative tasks required and provide administrative support to HR staff including word processing and filing.
- To undertake specific tasks as requested including running of standard reports.
- To assist HR staff to maintain personnel procedures, as required.
- To set up / maintain office systems, as required.
- To carry out all duties in accordance with Sacro policies and procedures.

EDUCATION AND EXPERIENCE REQUIRED:

The post holder should be educated to at least Higher level, have excellent keyboard skills, computer literacy and knowledge of databases (preferably using Access). Relevant administrative experience, preferably gained within an HR environment. Excellent verbal and written communication skills are also required, as well as an ability to liaise effectively with staff at all levels.

OTHER:

Sacro is fully committed to the active promotion of equal opportunity in its capacity as an employer and in the provision of all its services both to those harmed by and those responsible for crime and to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.

All staff require to be committed to Sacro's aims and objectives and to the promotion of equality of opportunity.

All staff require to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.

Some evening and weekend work may be required.

Outline of main terms and conditions of service

Salary:	SCP 15–18 (currently £15,828 - £16,932 per annum pro rata)
Leave entitlement:	25 days annual leave; 12 statutory days pro rata
Hours of work:	25 hours per week. Office opening hours are Monday to Friday 9.00am. – 5.00pm. A Flexible Working Hours scheme is in operation. Some additional evening/weekend work may be required, for which time off in lieu may be taken.
Pension:	Sacro employees are automatically entered into the Strathclyde Pension Fund subject to satisfying eligibility criteria. This is a contributory scheme and employees may opt out of the scheme within the first month of employment.
Work Base:	Sacro National Office, 1 Broughton Market, Edinburgh.
Notice:	Four weeks on either side in writing.