



JOB DESCRIPTION

Job Title: Human Resources (HR) and Recruitment Officer

Reporting to: Human Resources (HR) and Recruitment Supervisor

Overall Job Purpose

The HR and Recruitment Officer has a generalist background and is able to support all aspects of the organisation's HR and Recruitment processes.

Key Responsibilities

- Provide a comprehensive support service which guides and advises on a range of activities relating to all aspects of the organisation's HR and Recruitment processes;
- Develop and maintain HR systems;
- Co-ordinate and support the management of formal cases, including absence reviews, occupational health referrals, disciplinary and capability processes, grievances, performance management processes and flexible working requests;
- Ensure all candidates enjoy a positive experience through their onboarding journeys;
- Record the success of recruitment drives;
- Support the management of the Leavers process, ensuring that resignations are acknowledged verbally and in writing in a timely manner, complete exit interviews;
- Ensure employment references are provided in a timely manner;
- Support the development of staff handbooks;
- Contribute to the review and development of HR policies and procedures;
- Maintain knowledge and understanding of organisation and legislative requirements;
- Support the ongoing development of monthly reporting, creating and analysing HR and Recruitment data and trends;
- Ensure that the organisation is following processes and procedures in line with the expectations of regulatory bodies including Scottish Social Services Council (SSSC) and General Teaching Council (GTC);
- Build and maintain strong working relationships at all levels.

Person Specification

Professional Competencies

- Skilled in prioritising a demanding workload, with the ability to balance competing demands.
- Working knowledge of payroll.
- Proficient in both Microsoft and Google platforms.
- Proficient in building and managing spreadsheets to streamline HR processes, track employee data, and generate actionable people analytics.
- Excellent written and verbal communication skills, able to build professional relationships and communicate at all levels.
- Outstanding organisational skills.
- Able to respond quickly to changing circumstances and react effectively to those changes, know when to seek support.
- Strong attention to detail.
- Sound understanding of HR processes and procedures.
- Understanding of employment legislation and disciplinary procedures.
- Understanding of “Safer Recruitment” guidelines.
- Ability to produce reports and present statistical information as necessary.

Personal Competencies

- Passion for HR and Recruitment, and the development of the profession.
- Ability to demonstrate confidentiality, empathy and sensitivity, especially when handling sensitive situations and information.
- Able to engage positively and effectively with young people, having a caring attitude and a genuine interest in the rights and welfare of young people.
- Demonstrate a strong commitment to self-directed learning.
- Willing to undertake professional development as required.

Education and Experience

- Qualified to CIPD 3 level or qualified by experience, minimum of 2 years.
- Full UK driving licence and access to a vehicle with business insurance cover, as travel to other sites / locations may be required.
- Satisfactory PVG Disclosure Scotland check and reference checks.