

Overview

As a HR Officer within a busy and dynamic HR team, you will have a key role in the recruitment process in accordance with the Recruitment Policy, working closely with the people managers. In addition to this you will also support the wider HR team on a broad range of HR related activities contributing to 'good change' throughout the organisation.

You will demonstrate and promote the Carr Gomm's values in your day-to-day work, with a person-centered approach. These values are: *Choice, Control, Openness & Honesty, Interdependence, Respect, Kindness and Compassion.*

Responsibilities & Success Factors

Reporting to the HR Business Partner, the HR Officer role is a generalist role. However, the successful candidate will have a main responsibility for managing, coordinating and monitoring the Recruitment Process, as well as, having involvement in a wide range of other generalist HR activities and tasks.

Success in this role includes:

- Processing and management of the recruitment process (with support and guidance from the HR Business Partner). This includes issuing job offers; ensuring all pre-employment vetting checks are carried out in line with the Safer Recruitment Process, liaising with managers regularly and continually reviewing the process for recruitment.
- Monitoring the effectiveness of recruitment adverts and working closely with the Business Development Team to maintain the quality and visibility of the organisational roles.
- Taking an active role in supporting HR Business Partners with Employee relations processes including minute taking, letter writing and attending hearings.
- Successfully supporting organisational compliance by working closely with the HR Business partner to meet requirements relating to right to work, SSSC registration and Disclosure Scotland.
- Having an awareness of the probation and absence processes, supporting where possible.
- Working closely with the HR Business Partner on organisational projects and ad hoc data tasks.
- Having an awareness of the aims of the organisation and actively working towards helping these to be achieved through working groups and supportive actions.
- Communicating effectively with managers and colleagues within the organisation and with external partners and interested parties, in a timely way.
- Close working with HR colleagues, particularly the others in this role and line managers.
- Working in line with Carr Gomm's policies and procedures.
- Good administrative and organisational skills

This outline is by no means exhaustive; it gives a flavour of the responsibilities and skills required.

What we are looking for...

We are looking for a keen and enthusiastic people person to support the delivery and development of our organisational strategy across Scotland. This role requires an administrative approach with the ability to work confidently while maintaining flexibility, attention to detail and demonstrating initiative.

In our eyes the best HR Officers are creative go-getters with a proactive mind set who possess the ability to develop effective communications with a diverse client group. We expect that you will have a relevant HR qualification, currently undertaking one or will have some relevant HR experience. You will also be able to manage a diverse and busy workload and work to tight deadlines.

Your benefits will include:

- £24,637 - £26,474 per annum
- 35 days holiday per year, increasing to 40 days with length of service
- Enhanced maternity, paternity, adoption, and sick leave
- A Defined Contribution pension scheme, with incremental employer contributions
- Access to the Carr Gomm App: which includes free physiotherapy, health coaching and counselling
- Free Blue Light Card (giving access to thousands of discounts and promotions)
- Membership of a credit union
- Cycle to work scheme; and more!

We imagine that you will be engaged in the following activities...

- Recruitment and Selection
- Employee Relations
- HR Information
- Ad-hoc Project Work
- Career Development