



Royal Conservatoire  
of Scotland

## Job Description

<b>Job Title</b>	<b>HR Administrator</b>
<b>School/Department</b>	Human Resources
<b>Job Holder</b>	VACANT
<b>Responsible to</b>	Deputy Director of HR
<b>Date</b>	Fixed term August 2021 – October 2021

### Job Purpose

You will be required to provide strong, effective and comprehensive Human Resources administrative support, working to support a team of colleagues each with their own areas of specialism and providing advice and support to staff across all areas.

This role will have a range of duties across recruitment, onboarding, employment contracts, HR/payroll liaison, HR MIS updating and some employee relations support.

As a temporary opportunity during our busy summer period, we expect this role to suit an individual familiar with providing a broad range of HR admin support and with the ability to pick up new systems quickly. In return we provide a creative and stimulating work environment supporting talented staff and students alike.

The role will be home based to begin with, with requirement to be on site as required.

### Duties and Responsibilities

As a responsive and adaptable team player, you will:

- Provide administrative support to the full range of HR services, covering the breadth of the employee life cycle. This includes ensuring that you meet standards and expectations; participate in continuous review of

systems; operate processes that are fit for purpose and monitoring service levels.

- Support colleagues flexibly across recruitment, onboarding, employment contracts, HR/payroll liaison, HR MIS updating and some employee relations cases.
- Support the existing workload of colleagues whilst managing discrete areas of HR administration, the nature of which may be a mixture of business need and individual skill set.
- Be responsible for building and maintaining effective, collaborative relationships with the colleagues you support, ensuring that you develop a thorough knowledge and understanding of what is required.
- Provide high quality, professional guidance, support and direction as appropriate to colleagues undertaking HR processes that revolve around the employee life cycle.
- Be responsible for your development of expertise, knowledge exchange and skills, and embrace a culture of flexibility and ability to respond to change.
- Undertake additional duties that support the HR function and its role within the institution, such as servicing HR committees and Forums.
- This list of duties is representative of the range of responsibilities and is not exhaustive. Additional work and projects may be allocated by the Deputy Director of HR or HR Advisor as is commensurate with the level of this post and in response to the changing needs of the business. You will be expected to have a flexible and adaptable approach to your workload as business dictates.

## **Knowledge and Experience**

Although the under-mentioned qualifications are desirable, equivalent skills and experience may be deemed equally acceptable.

It is expected that you will be able to quickly familiarise yourself with the workings of the team and be able to provide demonstrable support to the team from an early point.

### **Qualifications:**

#### Essential:

- Good standard of education
- HR qualification/certificate/relevant training

Desirable

- CIPD membership

**Experience:**

Essential:

- Demonstrable experience of working in an administrative role within an HR environment
- Experience of using and a high level of competence with IT packages such as Word and Excel.
- Experience of providing general advice and support to staff across broad spectrum of HR issues, such as recruitment, employee contracts and employee relations issues
- Experience of using HR data management systems.

**Knowledge and Skills:**

Essential:

- Knowledge of employment legislation and practices
- Ability to work accurately to strict deadlines
- Ability to work with a variety of staff at all levels
- Excellent interpersonal skills
- Flexible approach to workload, ability to deal with changing workload priorities

<b>Scope of the Job</b>
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Financial:

You will have no financial responsibilities; however, you will be expected to operate within appropriate HR budgets.

Staff:

You will not have any line management responsibilities.

Others:

You will be expected to involve yourself in all aspects of Conservatoire life, to promote the department's integration within all departments, and to enable the team to become integral HR business partners within the schools and academic support functions.

## Context

### Operating Environment:

Internally, the Conservatoire is an intense, student-centred environment in which students are regarded as professionals in training. Performance is the Conservatoire environment.

The Human Resources function requires each member of the team to operate across the full spectrum of the human resources umbrella, thus enabling greater equality of workload and support mechanisms through improved knowledge sharing. This will ensure reduced workload pressure points and enable staff to develop their skills and knowledge to progress within the human resources function.

### Framework and Boundaries:

As a member of the HR department, you will be required to work within the Conservatoire Strategic Plan, the Conservatoire Regulations, Health and Safety Regulations, Policies and procedures and Quality Assurance processes required by the Conservatoire as well as the appropriate departmental policies. You will be expected to actively engage in health and safety and to be responsible for your own health and safety in the course of your work.

Given the nature of human resources, each member of the team will be responsible for ensuring that they are aware of all policies and procedures across the Conservatoire, and familiarise themselves with new and revised policies and procedures.

## Relationships

### **Line Manager: Deputy Director of HR**

You will have daily contact through natural workload communication and liaison. Weekly meetings will take place with the HR team to discuss workload, plan activities and resolve any issues arising. There will also be 6 weekly one-to-one meetings to discuss on-going work within the department and discuss any issues arising.

### **Other Contacts:**

#### a) Within the Conservatoire:

You will be required to maintain regular contact with staff and line managers

#### b) Outside the Conservatoire:

You will be required to maintain existing contacts and initiate new contacts in relation to training and development agencies, newspapers / publications, other HEI's, CIPD and other professional organisations.

## **General Responsibilities (all staff)**

### ***(a) Health and Safety***

- To take care of your own health and safety at work and that of other persons who may be affected by your work activities
- To apply at all times best practice in health and safety. You must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over
- To work in the safe manner in which you have been trained and instructed and to advise your line manager of any health and safety issues you become aware of
- To familiarise yourself with the detail of the Conservatoire's Policies and procedures and to ensure adherence

### ***(b) Use of equipment and other appliances***

- To take fullest care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Conservatoire or provided or issued by a third party for individual or collective use in the performance of your duties

### ***(c) Dignity at Work and Study***

- To uphold the Conservatoire's Dignity at Work and Study policy and practices and to treat all colleagues, students and contacts with respect and in accordance with the values of the Conservatoire
- To promote and deliver excellence in services that value all staff and students.

### ***(d) Personal Development***

- To continuously enhance best practice in your area, undertaking training and Continuous Professional Development as appropriate

### ***(e) Information Technology***

- To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and to ensure adherence to the principles of the Data Protection Act and appropriate IT policies and procedures
- To undertake any training in the operation of new technologies and associated systems as required

### ***f) Values***

- To promote and adhere to the Conservatoire Values