

Human resources assistant

About Us

Our Mission, Vision and Values

All our roles in Langstane Housing Association are focused on delivering our mission to **“provide homes and services that make a positive difference to peoples’ lives”**.

About the Role

Department	Finance and corporate services	Location	Aberdeen
Reporting to	Human resources manager		
Responsible for	This role has no line management responsibilities		

Role Purpose

Provision of efficient administration and co-ordination activities related to our human resource priorities, both in respect of transactional employment lifecycle activity and in support of strategic projects as required.

Critical to the role is timely and professional response to queries to ensure the delivery of an effective, professional and engaging service to all our people.

To work collaboratively with colleagues at all levels to support the delivery of the people and culture strategy, to enable the successful delivery of the strategic objectives and priorities of our business plan.

Key Accountabilities

This role profile is intended to provide a general statement of the major tasks and activities of the job. This is not an exhaustive list of all detailed duties. During your employment with us you will be expected to undertake such other duties as may reasonably be required of you and that are broadly consistent with your role.

1.1	Human resource (HR) administration – first point of contact for transactional HR queries, maintaining accurate records and keeping the human resource information system (HRIS) up to date, running basic data reporting, organising long service
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	awards, etc. Note taking at relevant meetings. Escalating complex issues to the HR manager as appropriate.
1.2	Recruitment administration including; posting vacancies on HRIS, responding to applicant queries and liaising with managers to arrange shortlisting and interviews; pre-employment checks such as references, medicals, and UK right to work; setting up and ongoing administration of employee records
1.3	Co-ordinating induction and probation processes, including arranging door entry fobs, diarising induction sessions with the relevant managers and providing site familiarisation
1.4	Training administration (includes, but not limited to): <ul style="list-style-type: none"> • preparing purchase orders and booking courses; • providing information to employees at all levels; • liaising with training providers; and • administration of the learning management system
1.5	Employee wellbeing: administering activities such as health surveillance and ad-hoc project administration
1.6	Providing administrative support as needed to the HR manager to feed in to strategic human resource, health and safety or wellbeing projects / plans
1.7	H&S Administration (includes, but not limited to); <ul style="list-style-type: none"> • issue PPE or DSE related equipment, • first aid kit checks and maintenance, • participate in monthly H&S walkaround with the property compliance team leader, • Coordinating the training of fire wardens in liaison with the property compliance team leader, flagging expiry dates, • Coordinating the training of first aiders and mental health first aiders in liaison with Employee Health and Safety Group, flagging expiry dates, • Lone working housekeeping and administration of relevant databases
1.8	Work with the HR manager to coordinate initiatives that will promote equal opportunities, awareness of equality, diversity, and inclusion across the Association and go beyond meeting statutory requirements in order to build a sustainable, diverse and inclusive employee group.

About You

Criteria	Essential	Desirable
Qualifications / Training / Experience	<ul style="list-style-type: none"> • A good standard of secondary education 	<ul style="list-style-type: none"> • 3 years' experience in a People and Culture /

Criteria	Essential	Desirable
	<ul style="list-style-type: none"> At least 3 years' experience of providing administrative support in a similar role Experience of HR and training processes and updating of HRIS / training systems Previous experience in setting up administrative systems and processes 	Human Resource role at a similar level
Skills / Knowledge	<ul style="list-style-type: none"> Excellent verbal and written communication skills, including being able to demonstrate the building of rapport with colleagues and clients and to adapt communication style / methods to target audience Possesses impeccable integrity and understands the need to maintain confidentiality and act with discretion, ideally with experience of dealing with sensitive information Excellent attention to detail Effective time management / prioritisation Enthusiastic, approachable and with a can-do attitude Solid judgment, problem-solving aptitude, flexibility, creativity, diplomacy and appreciation for the Association's mission and values Intermediate IT skills and working knowledge of MS Office 	
Personal Qualities / Our Values	<p>Our Values, we:</p> <ul style="list-style-type: none"> value people rely on teamwork aim high are proud of our roots are prudent financial managers are open and accountable move with the times 	
Other Requirements	None	