



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

HR Officer

Closing Date: Wednesday 1 May 2024, midday

Expected Interview Date: Tuesday 14 – Wednesday 15 May 2024

**Recruitment
Reference:**
HES/24/082

**Starting
Salary:**
£27,149 per
annum

Salary Range:
£27,149 -
£30,221 per
annum

Pay Band:
B

Directorate:
People

Location:
Longmore
House,
Edinburgh

Line Manager:
Kathleen Joo,
HR Manager

Contract Type:
Fixed term until
31 December
2024

**Working
Hours:**
Part time (21
hours per week,
3 days)

Thank you for your interest in the post of HR Officer with Historic Environment Scotland (HES), based at Longmore House, Edinburgh. This is a fixed term opportunity until 31 December 2024 with possibility of extension.

Based within the People Services team, you will be the first point of contact for all People related queries. Your responsibilities will range from payroll processing, data entry and co-ordinating recruitment campaigns, to offering professional support and advice to managers on matters such as performance and attendance.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation



Overview of the post and information about the team

Sitting within the organisation's People Directorate, the People team is responsible for providing a professional support and advisory service to managers and staff on all HR and pay related issues; training and development; and for health and wellbeing.

You will work within the People Services team, which is responsible for delivering expert professional advice and support to managers and staff on all aspects of people management, fully reflecting organisational policy, current employment legislation and best practice. Key areas of responsibility for the team include:

- recruitment and resourcing
- attendance management
- management of employee relations cases
- maintenance of our Human Resource Management (HRM) system

You will fulfil an interesting and varied role, providing a full range of HR operational services to employees in the various client groups across Historic Environment Scotland.

This opportunity would be suited to someone with good foundation and understanding of HR policies gained from previous experience of working in an HR position, who is committed to delivering a high standard of service and takes a pro-active approach to work, using their own initiative to solve problems and support staff, managers, and colleagues. A high level of attention to detail is needed, as you will be responsible for inputting employee data into our online HR system and creating contracts of employment etc.

HR Officers act as a first point of contact for a wide variety of HR related enquiries, therefore we are looking for a confident communicator and someone who is comfortable actively engaging with staff at all levels and coaching managers on the application of key people policies/procedures. You will have the opportunity to develop your knowledge of HR policy and practice, work closely with colleagues in a close-knit team, as well as supporting staff from across the organisation, and on the job training will be provided in the use of our systems.

Currently, HES is working flexibly between time spent working from home and will continue to work a hybrid approach, with the team usually having office presence on Tuesdays, Wednesdays and Thursdays. In addition, there may be a requirement to travel to sites across the whole Estate, which may include nights away from home.

The working pattern for this role is negotiable, but we'd require you to work on Tuesdays in office, and ideally consecutive days for the remaining two days of work.

Key responsibilities, duties, and objectives

- Providing professional advice and support to staff on a variety of HR matters, in line with organisational policies and procedures.



- Producing contracts of employment and other employment related documents accurately and efficiently.
- Data entry: accurately updating our HCM system with any changes to employee and payroll records and completing verification work of these changes on a monthly basis.
- Delivering administrative work to a high standard and on time including managing our HR mailboxes.
- Continually developing knowledge of HR policies and procedures.
- Participating in recruitment and selection related activities, delivering a high standard of HR support to internal and external customers throughout the recruitment process.
- Assisting with the management of frequent short term and long-term absence cases through timely monitoring and advice and completing appropriate Occupational Health referrals, DSE Assessments, Stress Risk Assessments etc.
- Taking notes for internal meetings, Disciplinary, Grievance and Attendance Management cases and swiftly producing accurate, high-quality, formal notes.
- Continually developing relationships and actively engaging with staff and managers.
- Active participation in the delivery of relevant projects across the organisation with a focus on how this impacts on our People and the work the People Services team carries out.
- Active involvement in the delivery and continuous review of relevant training programmes for the organisation in line with people policies and practices
- Maintaining good records management practices through regular filing, following the department's retention schedule and assisting with regular file cleansing.
- Actively participate and lead on the training or upskilling of other HR Officers, HR Admin Assistants or other relevant colleagues as required in regard to HR processes, sharing knowledge and best practice
- Support the wellbeing team with any ad hoc administration tasks as required
- Undertaking other ad hoc tasks and duties as requested by HR/Resourcing Managers, People Services Lead, People Business Partner or Head of People Services.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly



- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Previous experience of data entry, processing and analysing large volumes of data accurately
- Previous experience working in an HR position
- Familiarity with key HR policies/procedures and their practical application
- General office/administration experience
- Proven track record of taking the initiative in order to deliver an excellent, customer focussed service
- Able to demonstrate a pro-active approach to work and the ability to prioritise a busy workload

Desirable requirements:

- Experience of using web-based HR systems
- Demonstrable strong written communication skills, including experience of formal notetaking, with the ability to produce high quality, accurate notes
- Comfortable advising and engaging with employees at all levels
- Experience coaching managers on the application of people policies/procedures

Qualifications & Professional Memberships:

- CIPD or CIPP membership is desirable



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



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How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Kathleen Joo, HR Manager, via email at kathleen.joo@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland