

JOB INFORMATION PACK

BACKGROUND INFORMATION

Castlehill Housing Association is based in Aberdeen and has over 2,000 properties across Aberdeen City, Aberdeenshire and Moray. Our current housing stock includes general needs properties, amenity, sheltered and very sheltered housing.

In addition to our core activities as a registered social landlord, we also provide Housing Support services at our Sheltered Housing Schemes in Aberdeenshire and an Enhanced Housing Management Service at our Sheltered Housing Schemes in Moray; as well as managing Aberdeen Care & Repair which provides a range of services for older and disabled people throughout the City.

POST INFORMATION

Post Title	HR Officer
Location	Waverley Place, Aberdeen Due to current pandemic restrictions all staff who can work from home are doing so. During induction there may be a requirement to attend office locations, and as restrictions lifted this post is eligible to request remote working for some of the weekly working hours.
Hours of Work	21 hrs per week There is flexibility on when hours are worked and across which days, either doing a full day (7 hours) over three days, or shorter days to fit round personal commitments. However, due to operational reasons it is required that the postholder is available to work on a Friday. A flexitime system is in place for eligible posts.
Salary	The salary scale for this post is £28,260 - £31,400 pro rata. Appointment will be made at the bottom point of the salary scale. Actual salary for working 21 hrs per week will be £16,956 pa (21/35 x £28,260)
Holiday	28 days per annum, plus 9 fixed public holidays pro-rata
Pension	Castlehill offers a defined contribution pension scheme, our standard contribution rates are: Employee: 5% Employer: 10%
Probation Period	A six-month probation period applies to all new employees. Slightly different terms and conditions of service apply during this probation period in respect of notice period and sickness absence.
Closing Date	5pm on Wednesday 26 th January 2021.
Interview	Interviews will be held on Wednesday 9 th February and will be held in line with restrictions in place at this time.

Please complete an application form and Equal Opportunities form, which are available on the Jobs page of our website. To assist with your application, please read our Castlehill Background Information & Values document which is also available on the Jobs page of our website.

<https://www.castlehillha.co.uk/about-us/jobs-with-us/>

Please note that we are unable to accept CVs only.

As our offices are currently closed, and staff are working from home, please send complete applications by e-mail to: jobs@castlehillha.co.uk

If you are unable to e-mail your application, or require any further information in relation to the post, please contact jobs@castlehillha.co.uk or 01224 625822.

Further information about Castlehill Housing Association is available on our website: www.castlehillha.co.uk

If you require any further information in relation to this post, please contact:

Amy Fyfe
Corporate Services Manager
01224 974511
amy.fyfe@castlehillha.co.uk

JOB PROFILE

1. JOB IDENTITY

POST TITLE:	HR Officer	DEPARTMENT:	Corporate Services
REPORTS TO:	Corporate Services Manager	GRADE:	Grade 5

2. JOB PURPOSE

- Provide comprehensive support to managers and employees to deal with transactional and operational HR requirements.
- There is a responsibility for the post holder to demonstrate a commitment to Castlehill's aims and objectives.

3. MAIN DUTIES

- Supporting all HR processes within the employee lifecycle including; recruitment, induction, employee changes, learning and development.
- Reviewing HR procedures regularly in line with external changes, recommending and implementing updates to ensure Castlehill are meeting legislative and good practice requirements
- Provide front-line guidance and advice to staff and managers on the implementation of HR policies and procedures
- Reviewing contractual documentation prepared by Corporate Services Assistants and other communication before it is sent to employees
- Assist with administration processes, providing advice and guidance to Corporate Services Assistants, managers and employees when required, on transactional processes.
- Collating information relating to changes and updates to staff on a monthly basis to assist with payroll processing
- Updating and maintaining HR/Payroll system, using technical knowledge of system to make improvements to streamline HR processes
- Maintaining records to demonstrate the Association is compliant with legislative requirements e.g. SSSC and PVG, including acting as signatories to enable application and update processes.
- Assist with advising managers on absence, discipline and grievance procedures; helping managers preparing for meetings and minute taking any meetings, as required
- Providing management information and reporting to comply with our Performance Management Framework.
- Supporting the Corporate Services Manager with HR Projects; including change management processes.

4. QUALIFICATIONS & TRAINING

- ESSENTIAL:**
- A CIPD recognised qualification at Level 3 or equivalent level qualification related to business management/administration, or related subject.
 - A commitment to Continuing Professional Development

5. EXPERIENCE

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| ESSENTIAL: | <ul style="list-style-type: none">• Previous working within an HR environment; either in an administration, line management, recruitment, training or generalist HR capacity.• Previous experience of maintaining and interrogating an HR system or alternative business management system for the purposes of reporting |
| DESIRABLE: | <ul style="list-style-type: none">• Experience of working within the charity or social housing sector |

6. KNOWLEDGE & SKILLS

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| ESSENTIAL: | <ul style="list-style-type: none">• Excellent IT skills with a good understanding of Microsoft Applications• Good oral and written communication skills, with the ability to adapt communication style to suit audience• Ability to maintain confidentiality• Flexible with the ability to adapt to the changing needs of the department• Ability to work as part of a team• Organised, the ability to prioritise a varied workload with competing deadlines |
| DESIRABLE: | <ul style="list-style-type: none">• Ability to work on own initiative• Knowledge of employer's obligations related to PVG and SSSC |

7. ADDITIONAL REQUIREMENTS

SSSC	<ul style="list-style-type: none">• Not applicable to this post
CRIMINAL RECORD CHECKS	<ul style="list-style-type: none">• Not applicable to this post
DRIVING	<ul style="list-style-type: none">• Not applicable to this post