

People & Organisational Development Administrator

People & Organisational Development

Job Description

Purpose

To deliver high-quality people and organisational development (POD) services to underpin the delivery of the Royal Botanic Garden Edinburgh's mission, vision, and strategy.

Main Duties

People Administration

- Administrative support for recruitment including advertising vacancies, candidate management, dealing with website enquiries, arranging interviews
- Onboarding new employees including generating and issuing employment contracts and paperwork, induction paperwork, referencing, right to work checks, disclosure/PVG and probation follow ups
- Processing contractual and non-contractual terms and condition changes such as changes in working patterns/hours, salary changes, promotions, fixed term contracts, family leave and paid and non-paid absences, and keeping both POD and workforce systems updated
- Maintain all active and leaver electronic people files, ensuring these meets current legislation, GDPR (General Data Protection Regulation) and RBGE retention policies
- Support the Head of POD and POD Partners in providing a variety of audiences with appropriate data such as regular volunteer reporting, year-end reporting on turnover, sick absence and recruitment data, as well as preparing a range of reports for governance and management decision making
- Provide administrative support to the Head of POD and POD Partners in implementing our people strategy to underpin delivery of the Corporate Plan

Recruitment

- Placing adverts on internal and external sites
- Raising purchase orders for external job adverts
- Processing job applications, arranging interviews, booking rooms for interviews as required
- Liaising with both candidates and recruiting managers around recruitment logistics

Training & Development

- Provide administrative support for the co-ordination of learning and development activities across RBGE, including raising purchase orders, making bookings, managing attendee lists and follow up evaluation

Health, Safety & Wellbeing

- Support our People & OD Partners with the ongoing co-ordination of our rolling health surveillance programme

Any other reasonable duties as required.

Person Specification

Essential Skills

- Confident communicator and comfortable dealing with people at all levels in person and via phone and email
- Self-motivated and able to work unsupervised as well as part of a team
- Ability to multi-task and carry out multiple administrative tasks at any one time
- Strong attention to detail/accuracy
- Adaptable and be comfortable switching priorities and tasks at short notice
- Effective time management skills
- Strong prioritisation skills and confident managing own workload and working to deadlines
- Ability to deal with issues sensitivity and ensuring confidentiality
- Experience of working on electronic databases and maintaining electronic filing systems
- Good working knowledge of MS Office packages including MS Teams and SharePoint

Desirable

- Working knowledge of electronic HR systems/databases
- Working knowledge of General Data Protection Regulations (GDPR)
- Working knowledge of UK Right to Work regulations