

Overview

As our HR Officer within a busy and dynamic HR team, you will lead on the recruitment process in accordance with the Recruitment Policy whilst supporting people managers throughout each stage of this process. In addition to this you will also support the wider HR team on a broad range of HR related activities contributing to 'good change' throughout the organisation.

You will demonstrate and promote the Carr Gomm's values in your day-to-day work, with a person-centered approach. These values are: *Choice, Control, Interdependence, Respect, Openness & Honesty and Efficiency; Joint Working and User Involvement.*

Responsibilities & Success Factors

Reporting to the HR Manager, the HR Officer role is essentially a generalist role however the successful candidate will be responsible for managing, coordinating and monitoring the Recruitment Process from advertising to the appointment stage as well as a wide range of other generalist HR activities.

Success in this role includes:

- Drafting adverts and ensuring the Carr Gomm website is kept up to date with all current vacancies whilst also liaising with advertising agencies regarding placing adverts externally.
- Issuing job offers; checking all relevant documentation is correct whilst ensuring all pre-employment vetting checks are carried out in line with the Safer Recruitment Process.
- Liaising with managers on progress of vetting checks highlighting any queries or concerns.
- Monitoring the effectiveness of recruitment adverts and produce detailed reports to managers as required.
- Continually reviewing the process for Recruitment to ensure it is as streamlined as possible.
- Successfully contributing to other HR related activities as and when required
- Having an awareness of the aims of the organisation and working towards achieving them.
- Communicating effectively throughout Carr Gomm both verbally and in writing to respond to queries from managers and staff.
- Working in line with Carr Gomm's policies and procedures.

This outline is by no means exhaustive; it gives a flavour of the responsibilities and skills required.

What we are looking for...

We are looking for a keen and enthusiastic people person to support the delivery and development of our recruitment strategy across Scotland. The demands of the HR Officer role require an administrative approach and the ability to work confidently and accurately whilst demonstrating initiative is essential.

In our eyes the best HR Officers are creative go-getters with a proactive mind set who possess the ability to develop effective communications with a diverse client group. We expect that you will be an HR graduate (or currently undertaking an HR qualification) or will have some relevant HR experience and to also be able to manage a diverse and busy workload and work to tight deadlines.

Supporting People & Communities

Your benefits will include:

- A salary of £20,251 - £22,297 per annum
- 35 days' holiday per year
- Enhanced maternity, paternity, adoption and sick leave
- A Defined Contribution pension scheme, with incremental employer contributions
- Membership to Lifeworks; employee well-being and perks platform
- Membership of a credit union
- Cycle to work scheme
- Discounts with leading hotels

We imagine that you will be engaged in the following activities...

- Recruitment and Selection
- Employee Relations
- HR Information
- Ad-hoc Project Work
- Career Development