



leisure



Role Profile

Post Title: HR and Support Officer
Grade: AP2
Responsible to: Senior Finance and Support Officer
Hours: 37 hours
Location: Head Office, 22, Quarry Road, Irvine KA12 0TH

Job Purpose

Contribute to the provision of an HR and Business Support function, in particular providing HR administrative support to line managers on a range of HR matters and input to payroll processing.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with Company priorities and in compliance with corporate policies and procedures
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below:

Role Specific Tasks & Responsibilities

- Provide HR administrative support to line managers and Board of Directors as appropriate, attending meetings and taking minutes as required
- Assist with the administration of all recruitment and selection activity, including preparation of contracts of employment
- Assist with the timely processing of payroll information to the Payroll provider, including timesheets, expense claims and sickness absence recording
- Maintain HR and payroll records and systems
- Process HR documentation associated with the employee life cycle, i.e new starts, contract amendments and terminations
- Process and record PVG/Disclosure applications as appropriate

A Better Life

KA Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure Limited is a Company Limited by Guarantee No.202978 and a recognised Scottish Charity No.SC029780.
Registered Office: 22 Quarry Road, Irvine KA12 0TH; Tel: 01294 315120; Fax: 01294 315140; email: info@kaleisure.com;
www.kaleisure.com



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- Respond to HR enquiries in accordance with the Company's HR policies and procedures and terms and conditions of employment, escalating more complex issues as required
- Deal with queries from colleagues and customers and assist in advising managers and employees on routine HR matters
- Ensure published HR policies, procedures and forms and other documentation are maintained and up to date on the company website and intranet
- Assist in seeking new ways to improve service delivery and challenge current practice to reduce duplication, bureaucracy and waste
- Use technology to innovate and improve HR procedures as required

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ESSENTIAL/DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> HNC or equivalent in a relevant subject 	<ul style="list-style-type: none"> MCIPD, Student or Associate member of CIPD 	<ul style="list-style-type: none"> Application Form Interview
Experience	<ul style="list-style-type: none"> Experience of working within an HR and/or payroll environment Experience of Microsoft software packages 	<ul style="list-style-type: none"> Experience of discipline, grievance and absence management 	<ul style="list-style-type: none"> Application Form References Interview
Specialist Knowledge	<ul style="list-style-type: none"> General HR and payroll systems and processes 	<ul style="list-style-type: none"> Employment legislation and HR best practice 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> Written and verbal communication skills Numerical skills and attention to detail Ability to work as part of a team Working to tight deadlines Organisational skills Ability to plan and prioritise workload Ability to solve problems and deliver workable solutions 	<ul style="list-style-type: none"> Commercial awareness 	<ul style="list-style-type: none"> Application Form References Interview
Other	<ul style="list-style-type: none"> Ability to work flexibly 		<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire for work purposes, meetings, training courses etc.



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