

**HR Officer (Recruitment) 1.0FTE
Human Resources**

The Role

Job Title HR Officer (Recruitment) 1.0FTE

Reports to HR Manager

Purpose

- To provide a professional HR service to The Glasgow School of Art, focusing on managing the recruitment of staff.

Key Accountabilities

The post holder's main areas of responsibility will be to undertake the following duties to ensure that service standards are met resulting in the provision of an efficient and effective service:-

Recruitment and Retention

Responsibility for managing the recruitment process as outlined in the Staff Recruitment Policy and Procedure including:

- Management of end to end recruitment cycle reviewing current processes and continually identifying areas for improvement and best practice;
- Providing advice and guidance to recruiting managers on all recruitment related matters, including approval process, salary, hours, contract length, and probationary period;
- Reviewing job descriptions to determine if job evaluation is required and advising on the appropriate type of contract;
- Management and maintenance of the e-recruitment system;
- Writing and placing job adverts online, adhering to UK Visas and Immigration (UKVI) requirements and providing guidance with regard to advertising medium;
- Participating in recruitment interviews, providing guidance and determining interview arrangements in conjunction with Recruiting Managers;
- Assisting Recruiting Managers and panel members in preparing for interviews, guiding the selection process through to completion;
- Managing the appointment process - issuing offer letters, contracts of employment and job descriptions to new starts;
- Assessing and issuing certificates of sponsorship for new staff who are not EU residents and maintaining all associated records in line with UKVI specifications;
- Updating employee details on the integrated HR/Payroll system (Midland iTrent) and preparing correspondence to relevant parties, e.g. starters and leavers, changes of hours and salary etc;
- Updating the monthly payroll log and providing the Payroll Officers with relevant guidance and documentation;
- Carrying out one-to-one inductions with new staff;
- Contribute to the Staff Induction Days;
- Providing professional advice to line managers on the probation process and outcome for new staff as well as issuing letters to staff in relation to the outcome of their probationary period;
- Conducting Exit Interviews.

General Duties

- Undertaking role analysis for new and re-graded posts using the School's job evaluation scheme (HERA);
- Assisting in the review and implementation of the Staff Recruitment Policy and Procedure;
- Representing HR on various internal staff committees, where appropriate;
- Attending Scottish HR Practitioners Network (SHRPN) meetings on a regular basis;
- Participate in the School's Career Review and Development programme and where appropriate, undertake relevant staff development;
- Delivering modern Human Resources processes that will enhance flexible working practices within a small specialist institution;
- Managing a broad range of objectives in a challenging and changing environment.
- Undertaking other duties deemed reasonable by the HR Manager, Director of HR, and the Director of GSA.

Equal Opportunities

- Encouraging and promoting best practice in diversity and equality in the employment of staff at GSA.

Other

The main responsibility of the role holder is managing the Recruitment Process, but when required, the post holder may be asked to undertake duties related to:

- Employee relations matters;
- Sickness absence;
- Discipline and grievance cases;
- Training and development;
- Assisting in the development of new HR initiatives and projects and contributing to the review of HR practices and processes;
- Assisting in the review of policies and procedures;

Relationships

Internal

- Directorate
- Executive Group
- Heads of School/Department and Senior Staff
- HR Committee Members
- Payroll Officers
- Governors
- All levels of staff throughout the School
- Local Trade Union Officials

External

- Government Agencies e.g. UKVI (Home Office)
- External consortiums e.g. UCEA (Universities and Colleges Employers Association)
- Other Higher Education Institutions/SHRPN network
- Advertising Agencies
- Recruitment Agencies
- Training Providers

Knowledge, Skills and Experience

Essential

- Qualified to degree level or equivalent professional experience in the working environment;
- Full member of the Chartered Institute of Personnel and Development (CIPD);
- A sound understanding and knowledge of current UK employment legislation and best practice;
- The ability to foster effective working relationships with both immediate colleagues and all levels of staff throughout the School;
- An ability to work on own initiative, establish priorities and to multi-task to deadlines;
- The ability to communicate effectively and to a high standard in writing as well as verbally with the ability to pay close attention to detail and produce work to a consistently high standard;
- Strong administrative and organisational skills;
- Experience of case work;
- A confidential approach to work using discretion, tact and diplomacy;
- Commitment to and experience of developing diversity in the workplace;
- Strong numeracy skills together with analytical ability;
- Strong and demonstrable I.T. skills with the ability to use Microsoft Office;
- Continuous professional development.

Desirable

- Experience of using integrated HR/Payroll systems (preferably Midland iTrent);
- A good knowledge of the HE sector and the role of HR therein;
- A working knowledge of the process and application of job evaluation schemes.

Terms and Conditions

Contract	Permanent (1.0FTE)
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 5, £27,924 - £32,344 per annum
Hours	35 hours per week
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join Local Government Pension Scheme
Notice Period	1 month

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