

<b>Role Title:</b>	People Administrator – Systems & Operations
<b>Department:</b>	People Department
<b>Reports to:</b>	Lead Consultant – Systems & Operations
<b>Pay Grade:</b>	2 Upper (£25,483 - £26,907 per annum, will increase pending 2025 pay award)
<b>Type of Contract:</b>	Fixed term contract (12 months), Full Time (40 Hours per week)
<b>Normal place of work:</b>	Edinburgh (remote working will be considered, must be UK based)
Please note NTS have not engaged with any recruitment agencies, so in order to apply for this role, you must send your application or CV directly to us at <b>workforus@nts.org.uk</b>	

### **JOB PURPOSE**

This job delivers wide and varied operational administrative support to the business, focused on routine/cyclical employee transactions. The role requires daily communication with managers at all levels across the business, guiding managers to ensure compliance with legislation and Trust policy and to promote best practice.

It is a pivotal role ensuring our people data is accurately and appropriately recorded and managed both within and out with the People & Payroll System (People XD).

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Deliver routine/cyclical employee transactional administration including:
  - Advising and challenging managers on the correct procedures to be followed in People-related activities such as:
    - contractual changes
    - Starters/Leavers/Onboarding processes
  - Drafting and issuing employment contracts and processing employment correspondence
  - End-to-end Recruitment process advice and guidance to applicants and management, including:
    - how and where to best advertise vacancies
    - how applicants access our roles and the benefits of working for the Trust
    - the responsibilities of applicants and managers in the onboarding process
  - Recruitment quality assurance, including pre-employment checking
  - Supporting Lead Consultant and HRIS Analyst with pay award and pay progression processing
- Ad hoc one-off projects, activities, advice etc
- As an active user of the Trust's People & Payroll system ensure that its data is accurate and reliable, and it seamlessly drives and reflects people transactions and management information
- As required:
  - Support general administration of the function, e.g. file management
  - support devolved projects/activities
  - participate in internal and external meetings



## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Essential:**

- Demonstrable knowledge of the basic context of employment legislation, operations, and best practice.
- Demonstrable sound administrative experience within a People function (that supports a multi-site operation), including:
  - Routine life-cycle activities (from recruitment to leavers processes);
  - Liaising with external suppliers/contractors;
  - General administration
- Highly proficient user of IT in general: word-processing, spreadsheets, presentations
- Confidence and 'presence' to be a highly-visible and highly-effective team member within the Department
- Flexibility to prioritise and re-prioritise workload in the face of changing demands

### **Desirable**

- Recognised qualification(s) in HR administration (or related subjects).
  - Specific experience using People & Payroll systems.
  - Experience working in a people role in the charity/not-for-profit sector.
- 

### **Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 9th February 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"