



Glasgow Council on Alcohol
2nd Floor, 14 North Claremont Street
Glasgow G3 7LE
0141 353 1800

JOB DESCRIPTION

JOB TITLE: Human Resources Officer

SALARY: £24,415 - £27,025 per annum

This is a fixed term post, initially for one year. Blended working arrangement opportunity.

GCA deliver services over 6 days per week

MAIN FUNCTION/RESPONSIBILITY

The Human Resources Officer will support GCA's operational management within GCA. This will be an opportunity to expand on the work of the HR Manager during the 12 month role. The post will be accountable for HR systems, policies, contracts and other documentation, employment law compliance and fostering company culture.

Our current HR policy, procedure and management systems have been streamlined throughout the organisation. We will continue developing a strategic plan to continue GCA's commitment to being a consistently supportive, rewarding and empowering place to work.

REPORTING RELATIONSHIPS

The Human Resources Officer reports to the CEO. There are over 50 members of staff, 80 volunteers and 60 students within the organisation. We provide a range of services to over 5000 people per annum who have been impacted by alcohol and drug addictions. The correct candidate will be a part of the management team and support the delivery of our wide range of services.

KEY RESULTS AREAS / MAIN DUTIES

- Maintain and develop HR systems including current HR software
- Advise, support and work with managers to ensure consistency in approach in all aspects of HR including recruitment, contracts, performance reviews, grievances and disciplinaries, development, annual leave and sick leave, and leavers. Be the first point of contact for managers, staff and volunteers with any HR issues.
- Conduct a full audit of current HR paperwork held and fully digitalise
- Maintain current HR records including use of HR software

- Ensure to keep up to date with current employment law and HR guidance and that the organisation's HR policies are updated in line with any changes
- Prepare monthly Payroll information for the organisation
- Provide quarterly reports to the SMT and be able to analyse
- Responsibility for managing and organising full recruitment process while working with managers to make sure people with the right skills are recruited, developed and retained
- Communicate all HR related news and developments to the wider team and Board via monthly newsletter
- Perform any other duties as required within the role.



PERSON SPECIFICATION

Human Resources Officer

E = Essential D = Desirable

QUALIFICATIONS

- CIPD qualified E

EXPERIENCE AND SKILLS

- Minimal 2 years experience in an HR generalist role E
- Experience of working in the third sector D
- Experience of handling payroll data D
- Planning and Organisational Skills E
- Strong written and verbal communication skills and ability to build relationships at all levels E
- Discrete and trustworthy with experience of handling sensitive information E
- High attention to detail E
- IT literate E
- Ability to engage with staff at all levels E

KNOWLEDGE OF

- Excellent knowledge of employment law and HR best practice E
- Thorough knowledge and experience of relevant HR systems and processes E

PERSONAL ATTRIBUTES

- Proactive E
- Self-directed E
- Non judgmental approach E
- Passion for our cause - working to transform the lives of people who have issues with alcohol E
- Consistent and fair E
- Collaborative approach and a willingness to adapt role and take on new tasks and responsibilities as the organisation continues to develop D