



SCOTTISH LEGAL AID BOARD

Person Specification and Job description for applicants

Assistant HR Officer Corporate Services and Accounts

Edinburgh

Starting salary from £26,250 up to £30,540
Pro rata if part time

We are currently recruiting for an Assistant HR Officer (Grade 4) within the Human Resources department of our Corporate Services and Accounts Directorate.

This post is permanent on a full-time basis.

If you are applying for a full time position on a part time basis (less than 37 hours per week), please give details of the number of hours and pattern of part-time work you would be interested in.

Our organisation

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. As a non-departmental public body responsible to the Scottish Government, our primary purpose is to manage and continuously improve publicly funded legal assistance and advise Scottish Ministers on its strategic development for the benefit of society.

We are a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. With a low staff rotation ratio, as a business, SLAB can offer a stable and secure employment package. Our total reward package includes the following: flexible working hours, occasional remote working, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a 6% contributory pension scheme. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

We welcome and encourage applications from diverse backgrounds, including groups currently underrepresented in our workforce. We pride ourselves as being an employer of choice.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [SLAB website](#).

Information about the role

The main purpose of the role is to provide recruitment expertise throughout the Scottish Legal Aid Board (SLAB) and its direct services. The post-holder will work closely with hiring managers to advise on, facilitate and monitor changes in staff resources and numbers as a result of changing business needs.

The Assistant HR Officer will also provide general HR advice to managers and staff on an ad hoc basis in line with HR policies and practice.

Main Duties and Responsibilities

1. Recruitment

- Lead with providing an efficient, effective and timely recruitment service for roles within SLAB and their direct services - Public Defence Solicitors Offices (PDSO) and Civil Legal Assistance Offices (CLAO) ensuring all roles are filled using appropriate selection methods.
- Arrange and lead interview process, including designing competency-based questions, and exercises when required
- Assist with the review of the SLAB recruitment policy, practices and procedures to ensure the process is accessible, fair, modern and economic
- Assist with a review of the SLAB recruitment website and introduction of Oracle Cloud Recruitment
- Collate and analyse applicant information in relation to equal opportunities monitoring data and provide reports with recommendations for action.
- Support internal colleagues when required with preparation for internal interviews

2. Advisory

- Keep abreast of legislative changes affecting recruitment and general HR related issues, analysing the impact and recommending changes to policy and procedures as required, ensuring compliance by managers.
- Provide general HR advice as appropriate to staff and managers on an ad hoc basis

3. Other

- Provide an efficient and effective HR research service, particularly in the areas of employment law updates and its application and recruitment and resourcing.
- Work with others in the HR team, being flexible in tasks to ensure sufficient staff cover and customer service at all times
- Assist Assistant HR Managers and Officers as required with ad hoc projects and tasks in line with the People Strategy and other HR related projects,

Essential Criteria

You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:

- A demonstrable desire for a career in HR with a particular interest in recruitment and selection processes
- Previous recruitment experience and strong interviewing skills
- Excellent written and oral communication skills, in particular the ability to communicate at all levels with a variety of stake-holders
- Strong interpersonal skills with the ability to build cooperative relationships and handle difficult and complex communication with a variety of stakeholders
- Flexible and adaptable to the requirements of the job and others within the team
- A high degree of self-motivation, enthusiasm and discipline, displaying a pro-active approach at all times and an ability to work under pressure
- Good attention to detail and able to use own initiative
- A good level of competence in MS Office packages

- Excellent problem solving and strong decision making skills, ability to use own initiative, negotiating skills and ability to influence others to finalise projects within agreed deadlines
- Ability to work under pressure within tight time constraints and to manage a broad work load
- Ability to probe for further information or carry out further research if appropriate and thereafter present the information clearly to others.
- Demonstrates integrity and maintains confidentiality
- A strong work ethic

Desirable Criteria

- A good grounding in administrative work
- Work experience within an HR environment
- Experience working in/for central or local government, non-departmental public body or voluntary sector
- Basic knowledge/experience of the justice sector

Criminal record check

All applicants must have a recent criminal record check (last 12 months), either at the application stage or following a conditional offer of employment. For this post we are require a Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit www.mygov.scot.

Qualifications

For jobs in Grades 4 and 5 you must hold a minimum of 3 Highers or equivalent educational qualifications. For this specific post the desirable candidate should be educated to degree level (preferably a business or HR graduate), and show an interest in HR work. However, equivalent relevant work experience may also be acceptable.

Please note: If you fail to demonstrate how you meet the minimum qualifications as stated above, your application will be automatically sifted out.

Competency required

In addition to the Essential criteria listed above, the following competencies for Grade 4 roles are also required and all SLAB's applicants will be tested against these during the interview or assessment centre.

Self-awareness

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths and takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable and embraces new ways of doing things, contributing ideas and energy to continuous improvement
- Takes control of personal and professional development, actively managing own Personal Learning Plan as well as supporting the development of others when

needed.

People Management

- Credible with staff, creating conditions to build confident effective teams that empower, value and motivate people, managing workload and equalities
- Raises performance using constructive challenge, feedback and coaching skills, seeking support and advice from HR professionals when needed
- Aware of impact on others and creates a positive environment for innovation, learning, health and wellbeing.

Communications and engagement

- Engaged and credible with stakeholders, connected to a range of internal and external networks
- Communicates clear and creative ideas that meet the needs of a range of audiences, ensuring objectives and outcomes are achieved
- Produces concise, clear, well-structured written work using SLAB guidance
- Considers and communicates the impact of decisions on wider policies and programmes.

Improving Performance

- Demonstrates ongoing use of relevant performance improvement tools and techniques including skills development
- Uses Programme and Project Management Principles effectively and proportionately
- Adapts quickly to fit skills and resources to changing circumstances and expectations
- Applies risk management principles to decision making, controlling opportunities and threats to achieving objectives.

Analysis and Use of evidence

- Use evidence to assess, measure and evaluate projects and policies, considering the impact on other policies and government outcomes
- Engage with analytical specialists at appropriate stages of policy and programme development
- Interrogate analytical and management information to draw out key messages and findings to support decisions
- Organise and collate robust information from a variety of sources in decision making, sharing knowledge and information across the wider system.

Financial Management

- Uses accurate and relevant financial data to create objectives and targets relevant to budget responsibilities
- Understands the requirements for the monitoring and controlling of expenditure
- Maintains regular contact with relevant finance staff, and knows when to seek advice from audit, risk, procurement and finance professionals.

Interview Expenses

Travel and subsistence expenses during the selection process are the responsibility of the applicant. Following current government guidance on social distancing, the interview will most likely be arranged online using video conferencing tools.

Starting Salary

This job is Grade 4 within SLAB, which currently has a starting salary of £26,250 and maximum £30,540.

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2021. Any future salary increases after 31 March 2022, either as a result of pay progression within Grade 4 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

Working Pattern

The standard working week is 37 hours in total with an unpaid lunch break of 36 minutes each day during SLAB opening hours. Flexible working may be available, but should be discussed.

Other information

Your permanent place of work is at SLAB, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5AE. Please note that due to the current circumstances following the Covid-19 outbreak and government guidance on social distancing measures, as a precautionary measure you are asked to temporarily stay at home and work until further notice. This temporary period of homeworking will be regularly reviewed and will cease when it is no longer deemed to be necessary, at SLAB's discretion, in which case you will be required to return to the permanent workplace, so it is important that you reside within commutable distance of Edinburgh.