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| **HR Administrator**  The Medical and Dental Defence Union of Scotland is a mutual organization providing healthcare professionals across the UK with access to indemnity, assistance and support. Our people are qualified doctors, dentists and practice managers, as well as lawyers widely recognized for their medico and dento-legal expertise.  MDDUS is noted for its incredible depth of quality and experience in the field by providing our members throughout the UK access to a valuable and personalised service. | | |
| **The Role**  Based in our Glasgow office, we are looking for an HR Administrator to support the HR team to provide a first class service.  **Salary – up to 23K** | | |
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| **Key Responsibilities:** | | |
| *HR administration:* | Maintain HR software and update with required changes in a timely manner with reporting as requested. | |
| Provide full administrative support on HR projects (arranging meetings, booking rooms, taking minutes, preparation of documentation/reports/data entry) to a high standard. | |
| Manage payroll preparation ensuring that information is accurate and provided on time. | |
| Respond to incoming calls/correspondence. | |
| Continuous improvement of all HR processes to ensure maximum efficiency. | |
| Take ownership of all paperwork received into HR, ensuring it is actioned is a timely manner. | |
| Ensure all employee files are fully up to date with all relevant documents signed. | |
| *Other:* |  | |
| Appropriately referring/escalating any complex matters to the HR Manager. | |
| Assisting with preparations and note taking in disciplinary, capability, and grievance meetings. | |
| Manage HR Inbox within defined SLA’s. | |
| Any other administration support as required. | |
| **Scope**  Regular contact with all MDDUS colleagues. | | |
| **Key Competencies**  Key competencies have been highlighted to illustrate expected behaviours, however a person in this role is expected to meet all the competencies at the appropriate level for each competency area as defined in the framework | | |
| **Experience / Knowledge / Qualifications** | | |
| **Key Behavioural Competencies**   * Take personal responsibility for high quality service delivery. * Motivated and hard working. * Realistic approach. * Use of initiative proactively. * Comfortable and confident with people at all levels. * Flexible and adaptable. * High level personal and professional integrity and discretion. * Empathic and caring approach, particularly over sensitive issues. * Effective team worker. * Respectful and impartial. * Commitment to continuous improvement, learning and development. * High attention to detail. | | |
| **Essential Knowledge/Experience** | | **Desired Knowledge/Experience** |
| Previous experience in a busy administration role.  Relevant computer software incl. MS Office and databases. | |  |
| **To apply please send your CV to** [**hr@mddus.com**](mailto:hr@mddus.com)**. The closing date for applications is close of business on Friday 9th August 2019.** | | |