



HR & Payroll Administrator- full time, perm, Dunfermline based.

Are you ready to make a difference?

Campion Homes has been operating in the East of Scotland for almost 30 years. We have built a solid reputation with our clients for building quality homes in both the private and affordable housing sector. We are growing, we're broadening our customer base and we're always looking at ways in which we can build on our successes.

At Campion, it's all about the relationship. We've worked hard to build trusted relationships, based on mutual respect and partnership working. We want people who can build on those relationships and understand great service is about being accountable and maintaining and continuously improving high standards and ways of working.

The primary purpose of this role is to contribute to the lean, effective and customer driven HR service and payroll function. We are embarking on some exciting projects that will fundamentally change and improve the way we work, so there's never been a better time to join us in the new role.

To do this the ideal candidate would have 2 years' experience in a payroll and/or HR Administration and be working toward or willing to work towards an HR related qualification. You will also have solid literacy and numeracy skills and an eye for detail. Lastly but most importantly, you must have team and customer as a core value.

If you've got the background, possess the values that are important to us and can give the commitment we're looking for, we'd really like to talk to you.

In return, we're offering a competitive salary, pensions contribution, service benefits, flexible holidays and of course we're just a good team to work with.

Check out the attached job description and person specification and if you think it looks like a good fit then email feedback@Campionhomes.com

Campion Homes Ltd. is an equal opportunities employer.

Purpose

The purpose of the role is to contribute to the continuous development and service delivery of a lean, effective, accurate and customer driven HR and Payroll function and also the provision of timely and accurate handover packs for our customers.

Job Context

The business is embarking upon significant changes to improve and secure sustainable ways of working. In the coming 12 months there will be system changes which will provide opportunities to improve and rationalise processes and provide more effective data management and reporting across the employee lifecycle.

Line Manager: Donna Park – HR Manager

Location: Dunfermline

Contract Status: Full-time Permanent.

DUTIES

- Provide administrative support to managers during the recruitment process by:
 - Aiding advertising on job boards and website.
 - Provide first point of contact for candidate queries and communications.
 - Support the selection process as required by recruiting managers.

- Support managers in the effective and efficient onboarding of new Campion employees by:
 - Developing and maintaining pre-employment, induction and due diligence administration and advice.
 - Liaise with appropriate functions to enable new staff to be operational as quickly as possible and ensure systems are updated as appropriate.
 - Administer and provide appropriate support and advice around probationary periods including confirmations and extensions.

- Work closely with HR Manager on quality and reporting of people data to enable effective management of people performance by:
 - Administering people data in line with agreed processes and statutory obligations.
 - Producing management reports in line with agreed schedules.
 - Providing low risk absence management advice and support to managers and ensure attendance triggers are actioned as appropriate.
 - Administer and respond to staff changes in line with agreed processes.
 - Administer PDR process and low risk advice and support.
 - Administer and support managers during the leavers process.

- Administer the weekly payroll by:
 - Processing timesheets, identifying and resolving information gaps or anomalies and meet strict deadlines, whilst minimising error rates.
 - Ensure compliance with statutory obligations, internal policies and process and escalating issues beyond the limits of responsibility as appropriate.
 - Provide customer focused advice and support to managers and operatives on pay queries.

- Ensure weekly payroll is completed on a timely basis for review by the payroll manager (AB)
- Develop a deep understanding of HR systems and provide HR Systems support and coaching as required by:
 - Championing the COINS people process.
 - Providing helpdesk style support and advise for users to maximise the benefit of the systems.
 - Taking ownership of data quality across people processes.
 - Liaise with BIS Co-ordinator and make recommendations for system improvements.
- Apprenticeship Funding
 - Research and source all available grants for apprentices with support from the Admin, Payroll and Training Manager
 - Ensure all grants are appropriately claimed and invoiced on a timely basis
- Handover Packs:
 - Diarise any known handover dates.
 - Ensure advance liaising with the site managers and the MD (DH) on content and dates for completion of handover packs.
 - Complete on time and accurately and ensure they are checked before they go to the customer.
 - Where information is outstanding ensure the MD is aware of this and confirm whether the packs are to go incomplete or to wait.
- Office Support
 - Under rota system, support meeting room management (teas, coffees, lunches etc).

Person Specification

Must have:

- Hold a current driving license (or be actively working towards gaining)
- You will have good literacy and numeracy skills.
- You will have an eye for detail.
- IT literate with a good base knowledge of Microsoft packages.
- You will have team and customer at the heart of everything you do.
- Have an interest in a people centred career.
- A willingness to expose yourself to new learning opportunities.

It would be good if you have:

- 2 years' experience in an HR or payroll role.
- Have an HR qualification or be working towards one.
- Have experience of managing and reporting on employee data.