



WHO WE ARE

Buccleuch is a diverse and innovative business with a passion for sustainable land use in rural Britain. People are at the heart of Buccleuch; in particular, colleagues, tenants, customers, and visitors. Our commercial enterprises, including leisure & hospitality, agriculture, forestry, energy, rural estates and commercial property, provide approximately 500 jobs in local communities.

For more information about us, and what we do, look at our website here:

www.buccleuch.com

OUR VALUES



- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

WORKING FOR US

Shepherd, Lettings Agent, GIS Technician, Gardener, App Developer, Joiner, Wildlife Ranger, Barista, Forester, Surveyor, Retail Assistant, House Guide, Project Manager, Finance Assistant, Fencer, Site Engineer...

Just some of the many and varied roles people carry out at Buccleuch and chances are, you won't have worked anywhere like it before. Whether you're based on one of our stunning rural estates or in our centrally located modern Edinburgh office, if you join us, you can expect to be busy and challenged, but you'll never find it dull. Colleagues are encouraged to use their initiative and many have had the opportunity to develop their roles. We're particularly committed to safety and wellbeing and we like to think this is a great place to work.

In our last People Survey colleagues reported that they are proud to work for Buccleuch, they understand what is expected of them and feel that their team environment is supportive. Here's what some of our colleagues had to say:

"A thoroughly enjoyable place to work"

"It's a progressive company and always looking to improve ways of working"

"Really listened to colleagues to discover what benefits would be appreciated the most"

"The company has really demonstrated commitment to everyone's wellbeing"



"I'm very proud to work for Buccleuch and feel very much part of an amazing team"

"The mansion houses and grounds are so beautiful and it's interesting to work with a family whose roots trace back to King Charles II and beyond"

THE ROLE

Role title	HR Admin Assistant	Perm/temp	Permanent
Location	Edinburgh	Hours per week	22.5 – 37.5
Start date	ASAP	Manager's role	HR Manager

As HR Admin Assistant you will join a small, well-established team in providing comprehensive HR services to our unique and diverse business. Key responsibilities include:

- Processing new starters and drafting paperwork related to employment
- Ensuring accurate records are maintained on the HR database
- Undertaking a wide range of recruitment and HR administration tasks
- Assisting managers and colleagues with queries.

We will consider applications from those who are looking for part-time and full-time hours.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.

Salary & benefits

Salary range (dependent on experience)*	£23 - £25K
Employer pension contribution (subject to you contributing 3.5%)	5.5%
Annual leave (inclusive of public and statutory holidays)*	30 days
Life assurance	2.5 x salary
Other	Private health

*Salary & annual leave are pro-rated for part-time employees



Holidays increase by one day for five years' continuous employment (up to a maximum of 5 additional days) and we offer the opportunity to join a holiday purchase scheme (after one year's employment) along with pension and cycle to work salary exchange schemes.

THE PERSON

We are looking for candidates who can demonstrate the critical skills, personal traits and behaviours outlined below.

Essential skills

Strong written communication skills, with an eye for detail

Technical problem solving skills

Focused on providing exceptional customer service

Personal traits & behaviours

A can-do attitude and willingness to provide support and assistance to colleagues

Confident in managing a busy and varied workload effectively

Positive and flexible approach

The successful candidate might be an HR graduate looking for the right opportunity to start their career, someone in an existing HR role looking to build on their experience, or a strong administrator looking for a new challenge.

You'll have admin experience, high standards of work, be capable of carrying out complex work and confident with technology. Being familiar with MS Teams and SharePoint would be an advantage.

Experience of working in an HR team isn't essential, but it would be useful!



ROLE SPECIFICS

On a day-to-day basis, the HR Admin Assistant will:

- Process new starters, carrying out pre-employment checks sending starter paperwork and ensuring it is returned
- Update absence records on the HR database, highlighting any concerns to the HR Advisor and liaising with payroll as required
- Complete tasks in relation to the employment of seasonal colleagues
- Update and review information recorded on the HR database, ensuring information is recorded accurately
- Process leavers
- Assist with all aspects of recruitment administration including placing adverts, processing applications, updating candidates on the progress of their applications, arranging interviews and recording progress on the status of each of our vacancies.
- Generate colleague communications using mail merge and letter or email templates, ensuring they are adapted as required
- Process ad hoc changes to terms and conditions of employment
- Assist with the monitoring of the HR and Recruitment inboxes, dealing with day-to-day enquiries and notifications from the HR database promptly as they arise
- Prepare reports (using Crystal software and/or MS Excel) on a regular and ad hoc basis
- File employee paperwork
- Delete records and individual data in accordance with the Company's GDPR compliance policies
- Complete all tasks within designated timescales and ensure that information is updated on the HR database and passed to payroll in time for the monthly payroll deadline
- Ensure that all work is completed to a high standard and that work is checked and proofed as required.

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Buccleuch is a safe place to work and visit, reporting any concerns to a relevant manager or a member of the safety team
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

