



WHO WE ARE

A photograph of four people standing in a garden. From left to right: a woman in a blue shirt and grey trousers leaning on a wooden handle; a man in a light blue shirt and grey trousers; a woman in a dark blue shirt and light blue shorts holding a potted plant with yellow flowers; and a man in a dark blue polo shirt and shorts holding a green rake. They are all smiling. In the background, there is a greenhouse and lush greenery.

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, GRAPHIC DESIGNER, 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 think this is a great place to work.

In our last Colleague 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.

"Buccleuch is unique but it's the people that really make it"

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

"A thoroughly enjoyable place to work"

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

"Progressive, and always looking to improve ways of working"

THE ROLE

ROLE TITLE	Admin Assistant	PERM/TEMP	6-month contract
LOCATION	Edinburgh	HOURS	22.5 per week, in-office
START DATE	ASAP	REPORTING TO	HR Manager

The Admin Assistant will be involved with a wide range of HR admin activities, including:

- Processing new starters and ensuring accurate records are maintained on the HR database
- Assisting with recruitment administration and liaising with candidates
- Monitoring the HR and Recruitment inboxes
- Helping colleagues and candidates with general queries.

This is a fully 'in-office' part-time role and we offer flexibility to work three full days, or four or five shorter days.

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

SALARY & HOLIDAYS

FTE SALARY RANGE (DEPENDENT ON SKILLS AND EXPERIENCE)*	£24,000 - £25,000
ANNUAL LEAVE (INCLUSIVE OF PUBLIC AND STATUTORY HOLIDAYS)*	30 days FTE

**Salary and holiday will be pro-rata for part-time hours*



We also offer discounted gym membership and shopping vouchers, and provide a range of benefits and resources to support colleague wellbeing at work.

THE PERSON

We want to hear from candidates with solid admin experience who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

ESSENTIAL SKILLS

Strong organisational skills

Excellent IT skills and competent in the use of MS Office

Proven administration skills

Attention to detail

PERSONAL TRAITS & BEHAVIOURS

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

Positive and flexible approach

Able to manage a busy and varied workload

Friendly team player focused on providing excellent customer service

While experience in an HR role is helpful, it is not required and full training will be provided. The role might suit someone who's looking for a new challenge or who wants to gain experience in a new environment or sector.

Being familiar with MS Teams and SharePoint would be an advantage.



**HR EXPERIENCE IS
NOT ESSENTIAL,
BUT IT WILL HELP!**

ROLE SPECIFICS

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

- Process new starters, carrying out pre-employment checks, sending new colleague paperwork and ensuring this is returned
- Update absence records on the HR database, highlighting any concerns to the HR Advisor and liaising with payroll as required
- Update and review information recorded on the HR database, ensuring information is recorded accurately
- Process leavers, following the checklist to ensure that all actions are completed
- Assist with 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 correspondence using mail merge, DocuSign, letter and email templates, ensuring they are adapted as required
- Process ad hoc changes to terms and conditions of employment
- Monitor HR and Recruitment inboxes, dealing promptly with enquiries and notifications from the HR database
- Prepare reports (using Crystal software and/or MS Excel) on a regular and ad hoc basis
- File electronic colleague paperwork
- Delete records and individual data in accordance with the Company's GDPR compliance policies
- Complete tasks within designated timescales, ensuring 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 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.

APPLYING FOR THE ROLE

Sound interesting? If you haven't already applied and think you have the right skills, attitude and experience to join our team, we want to hear from you! Simply email your CV and a covering letter to our recruitment team at recruitment@buccleuch.com.

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at recruitment@buccleuch.com