

- **Job title:** Industrial Relations, SNIJIB & Human Resources Officer
- **Location:** Edinburgh, option to work hybrid 2 days home and 3 days office
- **Salary:** £ dependant on experience
- **Contract Type:** Permanent
- **Hours:** 34.5
- **Working week:** Monday – Thursday 8-4pm, Friday 8-3.30pm
- **Holidays:** 24 Days Annual Leave + 10 Public Holidays
- **Pension provision:** employee 3.75% employer 7.5%
- **Salary exchange**
- **Group Life Cover:** 3x Salary
- **Health and wellbeing support**
- **Bereavement Counselling**
- **Post available:** Now

Job Description

Provide support in the form of advice, administration, information and communications to ensure the smooth running of Industrial Relations, SNIJIB and Human Resources.

Support membership retention and increase the recruitment of new members, by providing a proactive and practical industrial relations service for SNIPEF members.

Administer policies and procedures that support and build the efficiency of both organisations and support key objectives.

Co-ordinate the administration of internal operational HR processes

General Responsibilities & Duties

- Develop and promote the SNIPEF Industrial Relations function
- Respond and provide solution-focused advice to SNIPEF member enquiries and complaints
- Create, maintain, develop and promote of SNIPEF Employer Guides and articles
- Contribute to the clear and efficient flow of information between SNIJIB and SNIPEF Group companies
- Identify new initiatives which will increase SNIJIB and SNIPEF membership and income streams
- Respond to escalated SNIJIB enquiries and complaints from operatives and employers
- Develop and promote the SNIJIB Schemes
- Contribute to the upkeep of Open Engage database and HR/Drive
- Follow, maintain and update the administration of HR controls and procedures
- Co-ordinate operational efficiency of the internal HR processes
- Identify and contribute ways to ensuring HR administrative procedures have streamline processes
- Assist the Industrial Relations and Human Resources Manager and SNIJIB Secretary with ad hoc projects and duties when required
- Deliver a high level of customer service with internal and external customers and identify and contribute ways of improvement to the IR function.

Essential experience, skills, attributes required

- ✓ In-depth knowledge and understanding of employment legislation and best practices
- ✓ Experience in analysing, understanding and monitoring legislation for the provision of advice
- ✓ Experience in creating guidance materials which promotes good employment practice
- ✓ Excellent verbal and written communication skills
- ✓ Experienced with Microsoft Office: Word/Excel/Outlook
- ✓ Ability to multitask and work accurately and effectively under pressure
- ✓ Able to work on own initiative

- ✓ Able to prioritise workload to meet deadlines
- ✓ Have a proactive and flexible attitude
- ✓ Must have a positive personality

Desirable experience

- ✓ Previous experience working with unions
- ✓ Previous experience working in industrial relations