

Recruitment Pack for

# PEOPLE OFFICER

Dear Applicant

**Post:** People Officer  
**Closing Date:** Monday 20<sup>th</sup> June 2022  
**JOB REF No:** 0678  
**Salary:** Grade 7 (£26,751 - £29,077 pro-rata per annum)  
**Hours:** around 25 hours per week

Thank you for the interest you have shown in our People Officer post with Live Borders based within our Head Office. You will find the following within this pack:

- Introduction to Live Borders
- Our Strategic Vision, Aims and Values
- Business Services/ Marketing and Communications
- Job Description and Person Specification
- Conditions of Employment

The enclosed information provides you with details about our organisation to assist you with your application.

If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form on the Jobs page of our website. Please complete both and return to [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk)

The timeline for the recruitment process is outlined below:

**Closing Date:** Monday 20th June 2022

**Interviews:** TBC

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) to discuss your needs or request a call back.

We look forward to receiving your completed application.

## Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of 15 Trustees who set the strategic direction and monitors performance of the organisation.

## Our strategic vision

**Vision:** Everyone living in, working in and visiting the Borders to be healthier, happier and stronger.

**Mission:** We use our energy, enthusiasm and knowledge to support more people to experience more, learn more and move more.

### Strategic goals:

- Expand levels of participation
- Grow our earned income
- Develop plural funding streams
- Build on our reputation for great customer service
- Be a sustainable charity
- Nurture our people.

## Our aims and values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

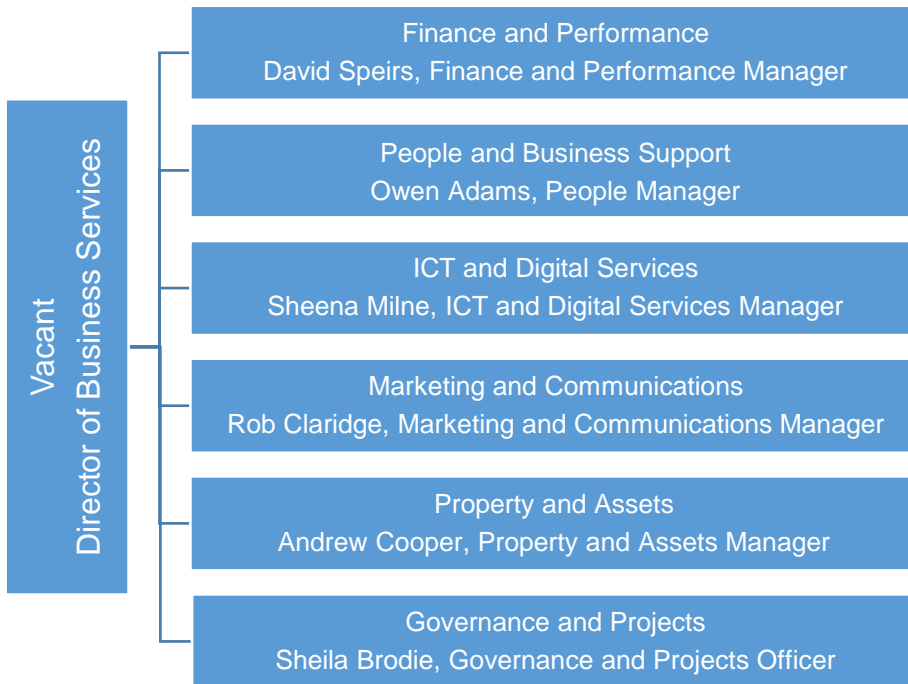
The executive team, made up of our Chief Executive Officer and 3 Directors, provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

As we re-emerge from the challenges of Covid 19 and a lockdown which has seen Live Borders unable to deliver any of its services to customers we are now entering a period of recruitment to meet our new ways of working and our ever expanding programmes of activity. Here are some of the ways in which the way we do things are different:

<https://www.liveborders.org.uk/what-to-expect-getting-you-back-safely/>

## OUR SERVICE –Business Services

This team is responsible for supporting the business. They support the service delivery and customer service aspect of the Trust, ensuring compliance with statutory requirements and corporate governance.



## JOB DESCRIPTION

<b>Post Title:</b>	People Officer
<b>Directorate:</b>	Business Services
<b>Reporting to:</b>	HR Manager

### Job Purpose:

Responsible for the provision of advice and guidance to managers on a range of personnel issues ensuring necessary administrative systems, process and procedures are in place to meet business needs and ensure compliance with legislation

### Responsibilities:

1. Provide a range of personnel advice and guidance to support managers attract, develop and retain staff
2. Contribute to the development and administration of operational personnel systems, process and procedures
3. Provide advice and guidance on terms and conditions, interpretation of personnel policies, employee relations and best practice
4. Contribute to the development of, and consistent implementation of personnel policies, procedures and practices
5. Undertake personnel projects, drafting reports, making recommendations as required
6. Provide support to the HR Manager in the development of new initiatives
7. Carry out, or assist managers to carry out, investigations, draft reports and ensure quality standards are met before formal meetings/hearings are arranged
8. Participate in absence, grievance, discipline, performance meetings to provide advice and guidance and ensure consistency of approach
9. Responsible for the accurate preparation and processing of all personnel information to meet any set deadlines
10. Process all personnel changes appropriately
11. Ensure information relating to new starters and leavers, maternity absence, sickness absence, contract changes, and other relevant personal details are passed to Payroll Officer for processing
12. Recommend appropriate action following the monitoring and identification of anomalies in casual timesheets, overtime, mileage, and other payroll information
13. Update and maintain establishment lists and personnel files
14. Liaise with managers, employees and colleagues in HR and Finance to resolve personnel queries
15. Run end of month reports for management information, analyse and produce reports and action points
16. Prepare and provide accurate statutory and other statistical returns within timescale
17. Maintain records and information systems to provide detailed personnel analysis
18. Provide personnel management information for monitoring and analysis by HR Manager and Senior Managers
19. Working closely with finance colleagues process in terms of establishment control
20. Provide data for sickness absence management, monitoring and reporting
21. Allocate work to support staff if required

22. Review, design, implement and monitor personnel procedures which improve the effectiveness of way in which Live Borders conducts its business, through process engineering and procedural reviews
23. Build and maintain good working relationships with colleagues within the organisation
24. Be aware of practices in other Trusts and within the industry and adopt best working practices wherever relevant, recommending and presenting business cases
25. Ensure that services are delivered with a customer focused ethos
26. Be an active and effective member of the HR team supporting and providing cover to colleagues
27. Contribute to the preparation of the team's business plan
28. Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders profile
29. Comply with, and ensure compliance with, all Live Borders policies and procedures
30. Promote equal opportunities in service delivery
31. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.
32. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

**Other details:**

Requirement to work out of hours or weekends – not normally

Requirement for PVG/Disclosure check – no

## SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Head Office/ Working from Home</b> (employees may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>around 25 hours per week</b> , worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time). Increases by an extra day after completion of three years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 6 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	<b>4 weeks, as detailed in any offer of employment</b>
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Access to ASVA Cycle to work scheme Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

## **Information for all Job Applicants**

### **Evidence of Right to Work in the United Kingdom**

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK
- A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

### **Disclosure Scotland**

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

### **Live Borders**

For more information about Live Borders please visit our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

Please contact our People Team on [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) if you require any other information about working for Live Borders.