

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Workforce Planning & Organisational Development Assistant

Location: Hybrid/Teith House

Reports to post (Title): Resourcing Adviser / Senior Workforce Development Adviser

Service: Workforce Planning & Organisational Development, People & Community Wellbeing

Grade: JE05

Eval Ref: 3680

Date: August 2023

Section B

Organisational Relationship



- The post-holder will either report to the Resourcing Advisor or the Senior Workforce Development Adviser. The post-holder is part of the Workforce Planning and Organisational Development team working in collaboration with operational staff and managers.

Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- The primary purpose of this post is to support the work of the Workforce Planning and Organisational Development (WP&OD) team through effective application of established processes and provision of high quality business support.
- The post holder will:
 - Support the WP&OD team in delivery of an efficient and effective service for Stirling Council.
 - Carry out business support activities related to recruitment, pre-employment checks, preboarding and onboarding of new employees, learning & training activities.
 - Operate within the Workforce Planning & Organisational Development team, working to help achieve the overall objectives of the service.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

- Reporting to either the Resourcing Advisor or the Senior Workforce Development Adviser, will carry out business support activities which enable efficient and effective delivery of the WP&OD service.
- Carry out task related to recruitment and selection such as interview and assessment centre set up and preparation
- Support pre employment activities such as processing of Disclosures and PVG's, reference checks and pre employment health questionnaires.
- Complete tasks in relation to preboarding and onboarding such as creation of ID badges and working with colleagues in the technology team to ensure equipment is ready for new employees
- Book training courses, training venues and equipment and support the course booking process.
- Support the purchase to pay process, including creation of purchase orders and prompt payment of invoices.
- Maintain accurate records and provide data to be used in data analysis and reports.
- Support the maintenance of HR systems, following established processes.
- Carry out any other duties appropriate to the grade and function of the post.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget

- Handling/processing of personal employee data in relation to recruitment and onboarding.
- Ensuring information and data held on systems is accurate and available as required by managers.
- Purchase to pay processes, ensuring prompt payment of invoices.
- Ensure appropriate use and monitoring of team and shared resources, e.g. laptops, AV equipment.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- The role requires well developed interpersonal and communication skills in order liaise effectively with colleagues, recruitment candidates and new employees. Must be able to communicate fluently both verbally and in writing.
- The post holder will regularly deal with a range of stakeholders, typically:

Internal: Hiring Managers, Workforce Planning & Organisational Development colleagues, HR, and colleagues across Council services.

External: Partner organisations, recruitment candidates, recruitment agencies, External Suppliers.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Able to work autonomously at times under the close direction of the Resourcing Advisor/Senior Workforce Development Adviser.
- Able to exercise sound judgement within the remit of the role.
- Able to work for focused periods of time
- Able to communicate effectively
- Able to prioritise workload on a daily and weekly basis.
- Able to be proactive, and take the initiative in the approach to main duties and responsibilities.
- Able to work to deadlines and liaise effectively with colleagues.
- Able to work to the standards as set by internal and external agencies.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g.

Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The Post will be based on a hybrid working model with an estimated 3 days in office, however this may increase in line with business needs. Travel to locations across the Stirling Council area will be required.
- Out of hours working may be required on an occasional basis, and flexibility is necessary to deliver required outputs against tight deadlines.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Educated to SCQF level 5/6 in a relevant subject area and experience in learning needs analysis and learning & development planning.
- Experience of delivering effective business support activities within a busy team
- Sound time management and organisational skills.
- Excellent approach to customer service, both internal and external customers.
- A sound understanding of Microsoft Office suite, confident digital user and a curiosity to explore the opportunities digital can bring to the team and the organisation.
- Open to new ideas and innovative ways of working
- Effective communication skills, both written and verbal.

Desirable Criteria:

- Knowledge of the key challenges and opportunities facing the public sector both now and in the future
- Experience of working within a HR, recruitment or Learning and Development function.