

A shared service role working for both organisations

HR Adviser (Transactional and Payroll Services)

Salary: £33,639 - £37,167

Hours: 35 hours per week

Location: Flexible – any Care Inspectorate office (Hybrid working trial)

Contract: Permanent

What is the Care Inspectorate and SSSC Shared Service?

The Shared Service Team provides a range of services to both the Scottish Social Services Council (SSSC) and the Care Inspectorate, including the HR service.

The HR Service is a multi disciplinary team with a mix of both Care Inspectorate and SSSC employees, integrated into both organisations alongside colleagues in Finance, Procurement, Estates and Health and Safety who also form part of the shared service arrangement.

About us

The Care Inspectorate is the national regulator and scrutiny body responsible for providing assurance and protection for people who experience care services, their families, carers and the wider public, as well as supporting delivery partners to improve the quality of care for people in Scotland. Our vision is that people across Scotland experience high quality care that meets their needs, rights and choices. The Care Inspectorate employs approximately 600 employees.

The SSSC is the regulator for the social service workforce in Scotland. Our work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce. We protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development. Where people fall below the standards of practice and conduct we can investigate and take action. The SSSC employs approximately 300 employees.

The Care Inspectorate has offices across Scotland but are currently in a 12-month hybrid working trial. Hybrid working is a form of flexible working that allows you to split your time between attending the workplace and working remotely (typically from home). It can also allow for flexibility in terms of working times, within the same contractual hours. During the trial we want to encourage as much flexibility as possible for you, your team and your manager to experiment. This will help us all to develop a better understanding of what's possible and what works best for everyone in our organisation. To support this, all hybrid working arrangements trialled will be temporary.

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About the role

Although this role is part of a shared service team providing services to both the Care Inspectorate and SSSC, employment will be directly with the Care Inspectorate.

This is an exciting opportunity to work with a dynamic HR team. Reporting to the Senior HR Adviser, you will support the delivery of HR transactional and payroll processes across both organisations. You will manage a small team responsible for day-to-day HR transactional and payroll processes. Coordinate timely and accurate updates to the online staff record and ensure workforce changes are recorded and actioned, taking ownership for the development of all associated processes and reporting.

About you

You will have experience of working with payroll and HR management information (MI) systems and knowledge of the Local Government Pension Scheme (LGPS). As part of this role, you will manage a team and present complex and technical concepts to a range of audiences including non-specialists. Good communication and presentation skills as well as an ability to work collaboratively are essential. You will have a proven track record of delivering change, working to tight deadlines and have experience of implementing paperless processes. You should have prior experience of working in a fast-paced office and strive to deliver a first class customer service.

Next steps

You'll find more information in the job profile and person specification.

If you would like to find out more about this role, please contact James Wood, Senior HR Adviser, at james.wood@careinspectorate.gov.scot or telephone: 01382 317989.

If you believe that you are a suitable candidate for this post, please download and complete an application form, (and equal opportunities form where you are an external applicant) and submit it by email to recruitment@careinspectorate.gov.scot by **8am on Monday 4 July 2022**.

Interviews are to be held via Microsoft Teams and are scheduled to take place in week commencing **Monday 18 July 2022**.