Role: Modern Apprentice Human Resources x 2

Location: Dundee, will be expected on occasion to travel to other offices in Scotland as required.

Salary: £18,714

Hours: 35 per week

Contract: Temporary for one year (potential to extend dependent on funding)

About Us
We are a unique and multi-disciplined HR team who perform duties for both the SSSC and the Care Inspectorate under a shared services arrangement. Our team consists of a mix of both SSSC and Care Inspectorate employees who are integrated into both organisations alongside colleagues in Finance, Procurement, Estates and Health and Safety who also form part of the shared service arrangement.

The Scottish Social Services Council (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 Care Inspectorate are a national scrutiny body that supports improvement. We inspect care services and partnerships across Scotland, report on the quality of care people experience, and support improvements in services to facilitate improvements in outcomes for people.

We currently have vacancies with both employers. Although you will be part of a shared service team providing services to both the SSSC and Care Inspectorate, your contract of employment will be directly with either the SSSC or the Care Inspectorate as deemed appropriate to the particular role.

About the Role
We are looking for two Modern Apprentices to support us with day to day HR operations (recruitment; payroll; employee records and employee relations) as well as assisting us to identify ways to improve HR administrative processes. We are involved in a whole range of projects which have helped gain us recognition from Healthy Working Lives and Investors in People. We don’t just seek to do these things though – we want to tie them all together in a way that adds value to our organisations and makes working with us a positive experience for our staff.
This opportunity is open to any enthusiastic young person between the ages of 16 and 24 who meet the requirements of the role.

In this post you will have on the job training and support and gain invaluable paid work experience across the HR team respectively for both the Care Inspectorate and SSSC, leading to an SVQ qualification.

As a modern apprentice you will be required to develop skills, knowledge and gain experience in all aspects of the role with a view to building knowledge and an understanding of the SSSC, Care Inspectorate and the team you support.

You must be a keen learner, have a positive attitude, be well presented and have a good knowledge of computers, particularly Microsoft Office packages (especially Excel and Outlook) and be able to demonstrate that you have the ability and commitment to complete an appropriate qualification.

To apply
Does this sound like the perfect place to work for you? If the answer is yes and you feel you have the enthusiasm and motivation to be a suitable applicant, please download and complete an application form and return it with the equalities monitoring form to: recruitment@careinspectorate.gov.scot by 8am on Monday 7 September 2020.

Initially you may be required to work from home due to the COVID-19 pandemic.