

<b>Job Title:</b>	HR Assistant
<b>Department:</b>	HR
<b>Reporting To:</b>	HR Business Partner
<b>Hours:</b>	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
<b>Location:</b>	St. Andrews
<b>Contract:</b>	Full time - Permanent

#### Job Purpose

Based in St Andrews, The R&A runs professional championships including The Open and the AIG Women's British Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now. Our HR department plays a key role in supporting that purpose and we currently have an opportunity for an experienced HR Assistant to join the team. This role will support the team in providing an efficient and effective HR service to the organisation and pivotal in creating an excellent employee experience across all touch points of the employee life cycle.

#### Job Description

##### ROLE AND RESPONSIBILITIES

Core responsibilities are:

- Manage HR & Recruitment mailboxes – answering first-line queries and escalating appropriately.
- Provide advice and support on the organisations policies and procedures.
- Supporting the end to end recruitment process taking responsibility for producing recruitment packs and conducting interviews.
- Generate and issue contracts of employment for all employees in a timeous manner.
- Maintain all HR records, held within the HR System, ensuring they are kept up to date, accurate and organised as well as follow HR regulatory and legislative requirements.
- Plan and carry out inductions for new employees.
- Support in the development of the HR System.
- Support and contribute on HR related projects.
- Working with the HR Team to drive continuous improvement across the HR function, creating and revising policies, procedures and processes that reflect best practice, and managing HR project work.
- Provide administrative support for all Learning and Development activities.

##### QUALIFICATIONS AND EXPERIENCE

- Previous experience of working within in a similar role is essential.
- Excellent knowledge of MS Office (Word, Outlook and Excel).
- HR Systems experience.
- CIPD Qualification is desirable.

## SKILLS

In addition, the successful candidate will require:

- Ability to use own initiative, with minimal supervision.
- Respect high levels of confidentiality.
- Ability to communicate effectively and professionally with people at all levels.
- Ability to prioritise and manage high volume work, meeting deadlines whilst maintaining quality output.
- Be analytical and have excellent organisational skills.
- Brilliant attention to detail.
- Ability to multitask and prioritise, taking responsibility for own workload.
- Naturally positive with a 'can do' attitude.
- Always prepared to "go the extra mile" in delivering service on time and to the highest standards.
- To be able to work within tight time frames during busy periods.

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectation to Danielle Cuthbert – [recruitment@randa.org](mailto:recruitment@randa.org) prior to the closing date of 20<sup>th</sup> September 2019.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.