



## CANDIDATE INFORMATION PACK

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<b>VACANCY</b>	<b>HUMAN RESOURCES ASSISTANT</b>
<b>SALARY</b>	<b>£26,245 - £29,257– (GRADE A3)</b> <b>STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE- £26,245</b>
<b>STATUS</b>	<b>Permanent</b>
<b>HOURS OF WORK</b>	<b>35 hours per week</b>
<b>LOCATION</b>	<b>Hamilton</b>
<b>CLOSING DATE</b>	<b>Sunday 1<sup>st</sup> March 2026</b>

The Police Investigations and Review Commissioner is currently seeking to recruit a **HUMAN RESOURCES ASSISTANT** to join her team who are based in Hamilton.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently review the way the police handle complaints from the public.

Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

As an HR Assistant you will have a key role in supporting the HR department with various administrative tasks. This position involves assisting with recruitment processes, maintaining HR electronic systems, and handling communication between employees and management. The post holder will be detail-oriented, organised, and capable of handling sensitive information with discretion.

### Specific Duties:

- Assist in the administration of the recruitment process, in conjunction with HR Coordinator,
- Maintain and update employee records in the HR folder, ensuring all information is accurate and confidential.
- Monitor the HR, Recruitment and Training mailboxes, responding to first-line enquiries, and/or escalating to HRC/TC/HRO as appropriate, in a timely and appropriate manner.

- Support onboarding processes for new employees, including preparing induction pack.
- Support offboarding process for staff leaving the organisation.
- Assist Training Coordinator with employee events and training sessions.
- Act as first point of contact for staff for enquiries regarding HR policies, procedures, and training enquires.
- Assist in the preparation of HR/Training reports, presentations.
- Support HR/Training team with minute taking at HR/Training related meetings
- Maintain accurate employee records in line with legislation and the document retention schedule.
- General administrative duties which will include filing, scanning, ordering stationary, booking meetings and producing monthly flexi and annual leave reports.
- Promote diversity, equality and inclusion as part of the culture of the organisation
- Undertake any other task as directed by the Commissioner or Head of Corporate Services in line with corporate objectives and responsibilities of post. (As required)

## **Success profile**

Success profiles are specific to each job and they include the mix of skills, experience and behaviours candidates will be assessed on.

## **Experience**

- Minimum of 1 years' experience working in a busy, diverse HR environment.
- An understanding of IT systems, including Microsoft Office (Word, Excel, Outlook and PowerPoint) and experience using HR systems.
- A strong track record in an administrative role where working independently and contributing to team success are equally important.
- A proven ability to handle confidential information with discretion and professionalism.
- Desirable - HR qualification or evidence of continuous personal development gained in a similar role.

## **Behaviours**

Communicating and Influencing – Level 1

Working together – Level 1

Managing a quality service – Level 1

Delivering at pace – Level 1

You can find out more about Success Profiles Behaviours [here](#)

## **Security Checks**

The successful candidate must undergo Non-Police Personnel Vetting (NPPV) Level 3 and Baseline Personal Security Scotland (BPSS) prior to appointment. Please see here <https://www.gov.uk/guidance/united-kingdom-security-vetting-applicant> to ensure you are aware of the requirements prior to submitting an application. Applicants should be aware that they are required to have lived in the United Kingdom for at least 3 years to meet the first element of the vetting requirements.

## About Us

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012, sets out the functions of the Police Investigations & Review Commissioner (PIRC). These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Laura Paton, who is supported by the Director of Operations, and supported by a team of staff, based in Hamilton.

## Equality Statement

The PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the PIRC values of integrity, impartiality and respect. We, therefore, encourage and welcome applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

For information on this vacancy please contact the Human Resources Department at [jobs@pirc.gov.scot](mailto:jobs@pirc.gov.scot) or call on 07342 080256.

## How to Apply

Apply online, **you must provide a CV and Supporting Statement** (of no more than **1000 words**) which provides evidence of how you meet the skills, experience and behaviours listed in the Success Profiles above.

Artificial Intelligence (AI) tools can be used to support your application, but all statements and examples provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, and presented as your own) applications will be withdrawn and internal candidates may be subject to disciplinary action.

Please see our candidate guidance for more information on acceptable and unacceptable uses of AI in recruitment.

Successful applicants will be invited for further assessment; this will consist of an interview and scenario-based presentation.

We will provide feedback on request to candidates who attend an interview/assessment.

The closing date for applications is midnight on **Sunday 1<sup>st</sup> of March 2026**

Please continue to check your account on our recruitment portal as all applicants will have the status of the application updated on their account.

**Please note we are unable to provide feedback on unsuccessful applications.**