



CRC Care Ltd

## HUMAN RESOURCE (HR) GENERALIST

CRC Care Ltd is a leading care at home service provider operating in the Renfrewshire areas of Scotland. We specialise in providing high quality homecare services covering complex care, clinical care and reablement. We work closely with local authorities to support individuals to live independently in their own homes and support them in achieving their own outcomes as required. We aim to deliver a high quality service for our clients that our employees can be proud of.

An opportunity has arisen for a Human Resource (HR) Generalist to join our team. In this role, you will be primarily based within our offices and work hand in hand with the Service Manager, Administrative Staff and CRC Care Ltd employees to ensure high quality standards of care are provided to all clients. As a Human Resource Generalist, you will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices through our Human Resource Online Platform.

### MAIN DUTIES & RESPONSIBILITIES:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Processing of new recruits, interviews and facilitating the hiring of qualified job applicants for open positions; collaborating with departmental managers to understand skills and competencies required for openings.
- Conducting and/or acquiring background checks and employee eligibility verifications as part of CRC Care Ltd recruitment process and policies
- Implementation and management of new hire orientation, onboarding efforts and employee termination process
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with UK employment laws and regulations, and recommended best practices; reviews company policies and practices to maintain compliance
- Production of HR reports and OneDrive database management of HR files.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Collaborate with the management team to identify opportunities for process improvements.
- Perform other duties as assigned.

### SKILLS, ABILITIES, KNOWLEDGE & EXPERIENCE:

- Bachelor's or Master's degree in Human Resource Management, Business Administration, or a related field required.
- Minimum of 1 year of human resource management experience preferred
- Ability to prioritize tasks effectively and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent communication skills, both verbal and written are essential as well as assertive decision making.
- Excellent time management skills with a proven ability to meet deadlines.
- Good work ethic and positive can-do attitude.

**Our Office:** CRC Care Ltd. Fleming Suite, The Gatehouse, Westway Park, 35 Porterfield Road, Renfrew, PA4 8DJ | **Tel:** +44 (0)141 251 0138 | **E-mail:** [admin@crccare.co.uk](mailto:admin@crccare.co.uk) | **Web:** [www.crccare.co.uk](http://www.crccare.co.uk)



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- Thorough knowledge of UK employment laws and regulations.
- Collaborative team player and strong desire to achieve results while respecting the organization's core values framework.
- Strong analytical and problem-solving skills.
- Proficient in Microsoft Office Suite.
- Proficiency with or the ability to quickly learn the organizations Human Resources Information System (HRIS) and talent management systems.

**KEY RESULT AREAS:**

- 1) Human Resources Information System (HRIS) Management.
- 2) Compliance with UK employment laws and regulations.
- 3) Employee enquiry handling.
- 4) Communication and information handling.

**SNAPSHOT:**

**Role:** Human Resource (HR) Generalist

**Hours:** Full Time hours 37.5 per week (Mon – Fri)

**Location of work:** CRC Care Ltd. Rooms 11 - 14, St. James Business Centre, Linwood Road, Paisley, PA3 3AT, Scotland, UK

**Remuneration:** Negotiable depending on experience