

HR Administrator (Maternity Cover)

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: Part Time - 26 hrs per week – preferred work pattern Tues-Fri, however, open to discussing other options. Happy to consider a blend of home/onsite working.
- Salary range: £26,444.000 - £29,605.00 per annum (FTE).
- Contract type: Fixed Term – up to 31st December 2026

Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

Job Description

As the post is short term, the role will mainly focus in the following HR areas:

Recruitment, onboarding and probationary processes. Advertising jobs, organising sifts and interviews including HR participation on interview panels. You will also carry out all inductions for new staff and monitor probationary reports. You will also assist with requests for casual employment and student internship enquiries.

Maintaining HR records. You will carry out data entry and run reports on our HR database as well as support other software systems requiring data input and maintenance. You will also calculate and update annual leave records for staff.

Payroll – Run a small monthly payroll.

HR administration/support – prepare contracts of employment, letters, documents, assist with employee benefits, HR queries, purchase orders, student intern requests, update training records, ordering stationery.

Support other areas of SAMS – new HR projects, reception break cover (on occasion), visitor centre cover one day a week in our Ocean Explorer Centre (Fri).

There is also scope, where time allows, to learn additional HR tasks which are of interest and support your career goals.

Requirements and Qualifications

We are looking for a versatile individual who has either HR work experience, just completed an HR degree or

CIPD Level 3 qualification or an administrator looking to upskill and increase their knowledge base and gain further work experience. Ideally, you will have experience of recruitment and general HR admin, possess excellent customer service and communication skills and be able to work in a small team environment. You will also be conversant with Microsoft applications – Outlook, Word, Excel, PowerPoint, Teams and OneDrive.

The successful candidate must be able to start work by 1st February 2026. This is to allow time for a handover of work tasks.

How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 23rd November 2025.

Interviews will be held on-site at SAMS on 2nd December 2026.

(Job Ref No: D14/25.KC)

(Scottish Association for Marine Science)

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([Vacancies — Scottish Association for Marine Science, Oban UK](#))

Attention: (SAMS HR team)