



Job Description

Job Title: HR Co-ordinator

Reports to: Director of Finance and Resources

Directorate: Corporate Team

Job Holder: Vacant

Job Purpose

The post holder will be required to work flexibly to deliver HR support to all departments to meet HR team's service delivery. This will include overseeing all aspects of employee records, completing HR related case work and developing our HR systems, processes and policies to support the delivery of safe and effective services.

Key Duties and Responsibilities

- Maintain both hard and digital copies of employees' records, including management of our HR system (currently AppogeeHR)
- Administer starter, leavers and changes to terms and conditions to include salary adjustments, changes to working hours, job titles/line manger location
- Coordinate the different leaves (maternity/sabbatical) by drafting letters, calculating leave accrual
- Ensure all relevant information is notified to payroll and payroll deadlines are met
- Assist with the recruitment process by placing adverts, coordinating applicants, shortlisting and interview bookings, as well as sending offer letters and notifying unsuccessful candidates
- Complete all pre employment checks for new employees, issue contracts and coordinate induction activities
- Oversee absence management, producing regular reports and liaising with managers in respect of this
- Assist with performance management procedures and support investigations where appropriate.
- Co-ordinate training sessions and seminars.
- Maintaining training and annual appraisal trackers
- Produce regular HR reports on key areas of activity such as sickness and absence, training and CPD, staff retention etc
- Assist with ad-hoc HR projects.
- Support other assigned functions and keep up to date with the latest HR trends and best practice.
- Support OH referrals, coordinate reporting and follow up actions as appropriate
- Support the review of all processes, policies, HR letters and staff handbook and ensure these remain up to date.
- Process employee benefits
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Person Specification: Knowledge, Experience and Skills

Essential

Qualification

- You will be qualified or studying towards the CIPD qualification

Knowledge

- Knowledge of Employment law/legislation and best practice approach to HR Processes

Experience

- Full understanding of HR functions and best practices
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Experience of working in a busy work environment and working to a tight deadline
- Experience of using/maintaining a computerise HR database

Skills

- Effective HR administration and people management skills
- Excellent written and verbal communication skills, you will work well under pressure and meet tight deadlines.
- Excellent organisation and time management skills
- strong decision-making and problem-solving skills with Meticulous attention to detail.
- Close attention to details and ability to produce work to a consistently high standard
- Able to work constructively and effectively within a small team
- Able to work independently and use initiative
- Able to understand the importance of confidentiality and to ensure that confidentiality is maintained
- A positive and solution focussed attitude
- Ability to work flexibility to cover absences of colleagues and work additional hours if required.

Desirable

- Understanding of the payroll process
- Attention to Detail and process oriented
- Knowledge and experience of working with problem gamblers/ other addictions