

## ROLE PROFILE

<b>Role Title</b>	HR Coordinator
<b>Reports to</b>	Senior Management Team
<b>Location</b>	Milverton
<b>Department</b>	Finance
<b>Purpose of the role</b>	<ul style="list-style-type: none"> <li>To assist with HR administration</li> </ul>
<b>Key internal contacts</b>	<ul style="list-style-type: none"> <li>All departments</li> </ul>
<b>Key external contacts</b>	<ul style="list-style-type: none"> <li>Recruitment agencies</li> <li>Training providers</li> <li>HR Department consultants</li> </ul>
<b>Job description</b>	<ul style="list-style-type: none"> <li>Help maintain HR inbox, responding to queries within agreed timeframes and supporting the wider coordination of responding to queries where you cannot answer the question independently.</li> <li>To assist in developing and maintaining administrative processes for vetting of employees and sub-contractors as applicable for appropriate contracts and services.</li> <li>To input and maintain the existing HR Information System.</li> <li>To ensure that all requested / required documentation is administered promptly and without error – right first time.</li> <li>To work with line managers to ensure that new employees experience a smooth ‘onboarding service’ when joining the business, producing offer/contract letters, completing statutory right to work checks and managing additional onboarding activities as required.</li> <li>To provide and present ‘general’ statistical and financial information as requested in an appropriate and timely manner.</li> <li>Produce all relevant documentation, ensuring all contractual/legal documents and templates are kept up to date and in line with current legislation.</li> <li>Update and maintain company training records including booking courses where relevant.</li> <li>Support with annual audit requirements as and when needed.</li> <li>To assist and support Line Managers’ activities as requested.</li> <li>To ensure that the Equality and Diversity, Health and Safety and Quality Operating Policies and Procedures are adhered to within your area of responsibility and that any non-compliance is reported to your Manager.</li> <li>To ensure that the values of the Company are actively promoted and implemented at all times.</li> <li>Assist Line Managers with minutes of disciplinary/grievance meetings where appropriate.</li> <li>To act in accordance with your confidentiality agreement with the company at all times.</li> <li>To communicate with internal and external agencies, staff, customers, management and peers in a manner appropriate to your position at all times.</li> </ul> <p><i>This Job Description is not an exhaustive list of duties; but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.</i></p>
<b>Preferred knowledge and experience</b>	<ul style="list-style-type: none"> <li>Strong service experience with an administration background.</li> <li>Computer literate in Microsoft Office packages.</li> <li>Ability to prioritise and manage a varied workload with ever changing priorities.</li> <li>Good telephone manner.</li> <li>Effective time management.</li> </ul>

- Excellent communication and interpersonal skills.
- Display a confident personality with a 'can do' approach.

*In addition, it would be an advantage to have:*

- Previous HR administration experience.
- Knowledge of HR Information Systems.
- Intermediate level knowledge of excel.

<b>Qualities and attitude</b>	<ul style="list-style-type: none"> <li>• Honest and reliable.</li> <li>• Works successfully with others and contributes to a joint result.</li> <li>• 'Can do' attitude, responds well to change.</li> <li>• Good time keeping and ability to meet deadlines.</li> <li>• Professional and represents the values of the business.</li> </ul>
<b>Hours of work</b>	20 hours per week
<b>Date reviewed</b>	June 2022, Senior Management Team

**Please sign below in acceptance that the above job description is a true reflection of your role:**

Print Name:	_____
Signature:	_____
Date:	_____