

HR CO-ORDINATOR

Job Title:	HR Co-ordinator
Department:	Human Resources
Reporting to:	HR Business Partner
Responsible for (staff):	N/A
Location:	Upminster
General Purpose of Role:	Provide a comprehensive HR administration and advisory service to colleagues and managers.

ACCOUNTABILITIES

- Complete end to end HR administration of the employee life cycle, recruitment, starters, all HR processes during employment and leaver processes.
- Proactively address first line HR queries via face to face contact, phone enquiries or the HR team inbox, actioning where appropriate and escalating where necessary.
- Ensure that our HR system is kept up to date in real time and is accurate at all times.
- Arrange investigation, disciplinary and grievance hearings as required and support with note taking and drafting of documents.
- Produce regular and ad-hoc reports.
- Contribute to basic policy development and assist the wider HR team in the identification of areas for improvement to services and processes.
- Ensure all documents/information is shared and filed appropriately in the organisation's systems and colleague efiles in accordance with the GDPR Regulations and company policies.
- Support internal and external audits.
- Take ownership of all data and changes required to process payroll each month, ensuring all changes are authorised in line with company policy.
- Employee benefits' administration for eye care vouchers, private medical insurance, pensions and any other company benefits.
- Support the HR Business Partners to deliver day to day HR needs and change management, restructuring and TUPE processes.
- Support with HR projects and take on other responsibilities to meet the needs of the department and business.
- Support the recruitment and on-boarding processes, ensuring all new starter documentation is complete and recorded appropriately.

KNOWLEDGE AND SKILLS

Specific Qualifications:

- 5 GCSE's at Grade C or above including Maths and English is essential
- CIPD Level 3

Experience

- Previous HR experience

Skills Competence

- Strong administration skills
- Previous HR experience
- Previous experience of working in a fast paced environment with competing priorities
- Proactive and flexible approach
- Strong organisation and communication skills, both written and verbal
- Strong IT skills with previous experience of using MS Word, Excel and Powerpoint to a high level.
- Ability to work in a highly confidential environment dealing with special category data.
- Ability to work accurately with attention to detail
- Excellent interpersonal skills
- Ability to work as part of a team
- Commitment to continuing professional development, proactively seeking out opportunities for continual learning and self-development

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

OTHER FACTORS

- Occasional travel may be necessary so a Full UK driving licence is required.