JOB DESCRIPTION - Human Resources Coordinator

You will be required to carry out a range of administrative duties within our busy HR team including recruitment, absence, probation, induction and training related tasks. You should therefore have excellent administrative, organisational and IT skills, a good standard of education and a relevant Human Resource qualification.

Start Date: ASAP
Contract status: Permanent
Location: Action Court, Parkgate, Rotherham S62 8EL
Salary: Competitive + Bonus
Reporting to: Talent Manager and Managing Director
Hours of work: 40 hours per week, Monday - Friday
Holidays: 20 days plus stats
Closing date: Tuesday 10th April 2012
Applications to: Louise Barlow c/o Rebecca.riley@actionrecruitment.co.uk or for an informal initial discussion on mobile no: 07871 325169

Please send a covering letter and CV.

For the right person we see this person developing into and taking over the role of Talent Manager. There could also be the opportunity for the company to sponsor further training. The group does have a number of different business types within it and as such the Talent Teams customers are the employees and management of the business. As the businesses are rapidly expanding there will be occasions where you could be given added responsibility, as we work as a team you will need to have a mental ability to be able to change and grow with the business needs.

EQUALITY & DIVERSITY

Action Recruitment Europe is committed to safeguarding and promoting the welfare its employees and expects all staff to share this commitment. All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our ongoing commitment to Equality and Diversity, Action Recruitment Europe guarantee an interview to all applicants from a black or ethnic minority group who meet all of the essential criteria.

CRIMINAL CONVICTIONS

Action Recruitment Europe welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s).

All appointments will be subject to a Disclosure Check by the Criminal Records Bureau.
1. To be part of the Talent Team and take responsibility for the day to day administration of the department and diary of Group events

2. To be the main point of contact for general HR enquiries from both internal and external customers, referring queries where necessary to the appropriate member of the team.

3. Supporting the Talent Manager in the administration process for recruitment and selection, in particular:
   - record Equality and Diversity related information
   - check applications prior to the short listing process for declarations of convictions, disability, work permits and job share requests and to advise the Talent Manager accordingly
   - organise interviews for short listed applicants, including arranging the interview date, panel, rooms and interview programme
   - oversee the preparation and distribution of interview packs
   - oversee the recruitment filing system, including records on unsuccessful applicants
   - complete pre-employment checks for preferred candidates in a timely manner
   - responsible for meeting and greeting interview candidates, informing the candidates of the outcome of the task and if applicable scheduling them for an interview
   - Managing the personnel records and ensuring all are kept up to date
   - responsible for the new starter process, including setting up new starters, CRB checks’ credit checks and ensuring all details are accurately recorded, such as qualifications, reference checks etc

4. Assist with the smooth induction of new staff:
   - communicate details of new employees to appropriate colleagues to ensure facilities and equipment are readily available upon commencement of employment
   - ensure new employees receive Induction Packs and associated information on their first day of employment
   - make the necessary arrangements for new employees to attend induction training
   - update structure charts.

5. To manage the probationary reports, issuing probationary guidance, making sure probationary reports are prepared by managers by the appropriate date and returned to the Talent Team accordingly. To identify reports which are unsatisfactory and bring these to the attention of the relevant manager?

6. Managing and recording of sickness absence records including one to ones with returning staff

7. Lateness recording for the entire group

8. To be responsible for inputting absence and leave of absence forms, chasing any outstanding forms and querying missing information. In addition to be responsible for ensuring absences are covered by statements of fitness for work as appropriate.

9. Managing the holiday’s process and recording of all staff holidays in the group.

10. To be responsible for the leaver process, including:
    - leaving correspondence
    - leaver emails
    - calculating outstanding annual leave
    - completing the leaver form for payroll
    - exit questionnaires
    - monitor and record information contained on exit questionnaires, and any issues on the questionnaire are raised with the relevant manager and Talent Team
    - updating structure charts
11. Supporting the Managers within the group in terms of correct procedures and policies

12. Managing and updating all HR Policies and Procedures and departmental compliant systems and processes

13. To assist with training and development administration, including keeping records of staff attending training, forwarding appropriate joining instructions and keeping training records as up to date as appropriate.

14. Administration of any training course for staff and support the Talent Manager with running any in house training sessions.

15. Minute taking and managing the notes for the Leadership Meeting

16. To support the team with general filing to ensure staff personnel files are kept up to date.

17. Ensuring security and maintaining confidentiality within the Talent Team.

18. Deputising for the Talent Manager in her absence.

19. Ensure compliance with Health and Safety Regulations.

20. Administration for the fire log book Action Court and carrying out fire alarm checks and fire drills and keeping records up to date

21. Full responsibility for the administration and management of A.R.E Ltd payroll services, which involves liaising with Clients.

22. Liaising with relevant departments, in order to manage the stock in the sea container and ensuring we have the correct stock level.

23. Facilities Management – responsible for Action Court supplies and the organisation and stock within the stock room.

24. Ordering and managing stock of uniforms for the SVM and Lettings staff.

25. Managing the cleaner and stock rotation of tea towels and hand towels in the office.

26. Deputise for P.A to the MD in her absence

27. To cover for the PA to the MD when she is on holiday or off sick. This will involve managing the MD’s very busy schedule, including booking flights, accommodation and train fares.

28. Arranging lunches with PA to MD for client visits and getting the room ready for the clients. (if needed serving the lunches and refreshments).

29. Any other duties deemed necessary both now and in the future to meet business needs.

30. The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post holder to undertake the new / varied work.
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|  | • Good standard of education including Level 2 literacy and numeracy, or equivalent;  
|  | • Certificate in Personnel Practice.  
|  | • Hold, or be committed to achieving, an NVQ Level 2 in IT, or equivalent | • Degree in HR Management or  
|  |  | • CIPD Qualified |
| **Knowledge and Experiences** | **Essential** | **Desirable** |
|  | • Previous experience within a HR environment.  
|  | • Good general administration experience.  
|  | • Proven numerical/mathematical ability.  
|  | • Working in a busy environment with tasks that require a short turnaround. | • Experience of managing a team and supporting line managers |
| **Skills** | **Essential** | **Desirable** |
|  | • Ability to work with limited supervision, to make decisions and work on own initiative.  
|  | • Ability to demonstrate strong IT skills, including the use of in-house databases and the Microsoft Office applications  
|  | • Effective communication skills, in order to deal tactfully and sensitively with people at all levels.  
|  | • Excellent listening skills  
|  | • Good organisational and interpersonal skills.  
|  | • Ability to establish and maintain good working relationships with a wide range of people.  
|  | • Ability to work as part of a team.  
|  | • Ability to operate within tight deadlines and manage a number of work activities at any one time.  
|  | • Re-prioritise work with minimum warning  
|  | • Flexibility and the ability to establish personal priorities.  
|  | • Exercising good judgement.  
|  | • Customer focused  
|  | • Pays attention to detail  
|  | • Process driven | |
| **Attitude** | **Essential** | **Desirable** |
|  | • Demonstrates ARE’s Core Values at all times, i.e. Respect, Integrity, Stability, Trust, Passion  
|  | • An understanding of and commitment to the Group’s Equality and Diversity Policy, and the ability to promote this in the day to day work of the post.  
|  | • Willingness to work under pressure whilst maintaining a professional attitude.  
|  | • Ability to deal with sensitive and confidential matters as necessary.  
|  | • A desire to establish a career within HR.  
|  | • Positive “can do” attitude  
|  | • Keen to progress and develop  
|  | • Always seeking “win : win” solutions  
|  | • Tat and diplomacy |