

JOB DESCRIPTION

Position: Human Resources Co-Ordinator

Band: Job Band 6

Hours: 20 – 25 hours per week – Monday to Friday

Location: Tamworth (recommend with some travel)

Reports to: Melanie Robinson – Head of Finance & Corporate Services

Overview:

The Institute of Leadership & Management is a professional membership body, here to inspire great leadership, everywhere. We're proud of our long-standing heritage, but our passion to innovate and challenge the norm steers us to the future. Our commitment to delivering leading insight and world-class service to our members drives us forward, but all this is only possible thanks to our people and team spirit.

To help accelerate our ambitions, we've embarked on an exciting growth phase - expanding our team and further extending our reach Internationally. Want in? Join us and be part of the journey!

Job Purpose:

Reporting to the Head of Finance & Corporate Services, responsible for providing dedicated and professional HR administrative services to the organisation.

Working with the business to ensure that key HR policies and procedures are implemented and followed. Maintaining personnel records, managing HR documents and acting as the first point of contact for general HR queries.

Role and Responsibilities:

- Provide a dedicated HR administrative support to the Head of Finance & Corporate Services.
- Generating employment contracts, offer letters and new starter documentation to portray a professional company image.
- Meet new employees as they join, completing outstanding paperwork and collecting right to work documentation.
- Produce and maintain employee personal files and electronic folders.

- Ensure the HR database (Myhrtoolkit) information is accurate, complete and up-to-date.
- Ensure data is collected, stored and destroyed in line with GDPR requirements, regularly review HR and departmental processes to ensure they remain GDPR compliant.
- Administer the new starter, employee change, absence, maternity, adoption, paternity, parental and shared parental leave, holiday and leavers processes.
- Update the 'authorisation to recruit register' and ensure all vacancies are advertised internally and on the Company website.
- Work closely with the Senior Leadership Team to support the recruitment process to include; liaising with preferred recruitment suppliers, advertising vacancies, arranging interviews and assessment centres and providing feedback on outcomes.
- Produce regular and ad-hoc reports using Myhrtoolkit.
- Prepare documentation as required e.g. photocopying/collating documents for data subject access requests, disciplinary, grievance hearings and note-taking as required.
- Promote and communicate company benefits e.g. pension, private medical etc., liaise with 3rd party providers and ensure timely resolution of employee queries.
- Liaise with line managers to obtain information within payroll deadlines. Support the Head of Finance & Corporate Services with monthly payroll administration, annual pay and bonus reviews and be the interface with employees on all payroll queries.
- Liaison with the Inland Revenue, adhering to deadlines for producing P11D, PAYE and other ad-hoc employee/payroll related information and maintaining accurate and auditable records in-line with regulation requirements.
- Provide general and administrative support to departmental managers in areas such as induction, appraisal reviews and exit interviews.
- Manage the relationship with 3rd party suppliers to safeguard workplace risks and ensure compliance to Health & Safety regulations to include for example: first aiders/fire wardens hold valid and up-to-date certification, workstation and maternity risk assessments are undertaken, ensuring office equipment is regularly maintained, serviced and checked e.g. fire extinguishers, PAT testing etc..
- Any other duties, as may be required by your manager for the successful performance of your role.

Key Skills & Experience:

- Previous experience of working in an HR environment.
 - Knowledge and understanding of HR processes and practices.
 - Basic knowledge and appreciation of employment law practices.
 - Understanding of payroll processes and regulations, knowledge of SAGE payroll advantageous.
 - Level 3 Diploma/Certificate (or equivalent) in general HR practice is desirable.
 - Experience of using HR Databases (Myhrtoolkit preferable).
 - Previous experience of HR report writing and using reporting tools, although training will be provided.
 - Good working knowledge of MS packages (Word, PowerPoint, Excel) Outlook and the internet.
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- Strong team player and contributor, sensitive to others needs and pressures.
 - Excellent organisational skills to ensure projects are delivered within scope, time and budget.
 - Excellent written and communication skills, able to write clearly and interact well with audiences at all levels.
 - Able to prioritise own workload and work on own initiative, unsupervised and to strict deadlines.
 - Assertive and able to cope with complex tasks.
 - Provide advice to employee queries in a patient and sympathetic manner.
 - Able to suggest improvements to existing procedures and practices.
 - Numerate and methodical with attention to detail.
 - Able to work with and interpret reporting and financial data.
 - Willingness to travel to other sites.
 - Holds a full UK/EU Drivers licence.