

Job description

HR Coordinator

Main purpose

To complete and maintain accurate HR records and HR/Recruitment administration tasks. Support HR Manager in general HR enquiries from employees and ensure HR processes are completed to meet both CSE's policies and CSE's core values.

Specific responsibilities

- Maintain accurate HR employee files and ensure secure storage of all employee documents. Remove HR data no longer required in line with our storage process as directed by the HR Manager.
- Manage the new starters administration process (right to work checks, reference requests, offer letters and contract of employments, DBS checks and other related tasks linked to this process).
- Organise and track recruitment requests when hiring employees, including proof reading Job Descriptions, directing new job roles to the HR manager to evaluate, and salary benchmark when required.
- Follow our recruitment process and ensure we have accurate information before the administration team post and organise candidates for the recruiting managers.
- Draft HR related letters including contracts, change to salary, promotions, and other general HR letters with final approval by HR Manager.
- Organise and conduct department induction for new starters.
- Update HR systems and complete annual audit review of HR records.
- Manage sickness records including tracking sickness absence, including the return of self-certification forms, return to work interviews, actions required, and any wellbeing meeting notes received back from each department.
- Produce sickness absence reports, indicating Bradford factor and non-Bradford factor sickness for Heads of Departments.
- Conduct exit interviews and record data gathered, providing information to the HR Manager.
- Co-ordinate and process probationary and annual reviews.
- Track change requests and complete payroll administration – Final check and approval by the HR Manager.

- Provide monthly updates of starters/leavers for any benefits and rewards administration changes for our benefits portal team, and for payroll purposes.
- Assist the HR Manager with both short term and long-term HR projects, taking an active involvement in projects and meetings as required, including initial set-up of HR system.
- Administrator for maintenance and monitoring HR software system.
- Provide reports as required by the HR Manager or Director of Finance & Operations.

Working relationships and contacts

- The postholder will work closely with immediate colleagues in the Finance and Operations team and will develop and maintain effective communication and working relationships with colleagues across CSE.
- This role will be line managed by the HR Manager.
- No direct line management responsibilities.

Place of work and other requirements

- This post is based at the CSE office in Bristol.
- Administration access to emypaywindow.com, Tenrox, lumina platform, CIPD HR-Inform.

Person specification

(See below)

| Requirement | Essential | Desirable |
|--|---|--|
| Educational or professional qualifications | <p>Strong MS office Skills.</p> <p>CIPD level 3 active membership and completion of qualification</p> | <p>Studying towards CIPD level 3 or similar level qualification.</p> |
| Experience | <p>Previous experience of working in a small HR team.</p> <p>Key understanding of HR policy and procedures.</p> <p>Previous knowledge of processing HR data and correspondence across the employee work cycle.</p> <p>Manual HR process administration.</p> <p>Able to use HR software systems.</p> | <p>Clear understanding of HR policy and how this is applied.</p> <p>Able to work through HR manual process.</p> <p>Knowledge and use of HR system and managing data within an HR system.</p> <p>Any previous knowledge in supporting the implementation of an HR system.</p> |
| Skills and abilities | <p>Excellent verbal and written communication skills. Confident in replying to email communications and written correspondence relating to HR general enquiries.</p> <p>Attention to detail in all areas of communications and processes.</p> | <p>Able to deliver HR inductions on department inductions and support the HR Manager in improving processes and HR projects.</p> <p>Ability to work under pressure, prioritise and multitask to meet deadlines in an HR environment.</p> |
| Other / Personal Attributes | <p>Great at building relationships.</p> <p>Listen well.</p> <p>Approachable.</p> <p>Calm manner and Resilient.</p> <p>Able to self-manage tasks.</p> <p>Always stay confidential.</p> | |