

# ROLE PROFILE

Role Profile			
<b>Job Title</b>	HR Coordinator		
<b>Section</b>	Business Support	<b>Department</b>	Workforce & Brand
<b>Reports to (Job Title)</b>	Head of HR		
<b>Location</b>	Combination of office and remote working Building 2, Derriford Business Park, Plymouth		

<b>Job Purpose</b>	<p>To support all customers with an exemplary HR admin service where every interaction is excellent. The role is the first point of contact for all queries relating to HR processes and procedures. The role will also be responsible for providing basic HR guidance, advice and administrative support to managers and will work closely with the Head of HR</p>
<b>Key Competencies &amp; Outputs</b>	<p>Administers all aspects of the HR recruitment process including advertising jobs, arranging interviews and facilitating the onboarding process.</p> <p>Consistently maintains and updates HR records to ensure GDPR compliance is met.</p> <p>Collates and reports on HR metrics for sickness/absence, FTE reporting, turnover, recruitment and training.</p> <p>Delivers HR system administration and maintenance of the HR and Recruitment system (Core HR);</p> <p>Works with the Head of HR to drive the outcomes/objectives of the health and wellbeing plan across the Company.</p> <p>Responsibility for HR process and procedures to keep them under regular review to reflect Company practice and/or change in regulation.</p> <p>Responsibility for the coordination and administration of a range of learning and organisational development activities and projects as well as ensuring the development and maintenance of robust learning and development systems and processes including but not limited to:</p> <ol style="list-style-type: none"> <li>1) corporate induction coordination and delivery;</li> <li>2) training administration and support with facilitation;</li> <li>3) performance management reporting;</li> </ol> <p>Regularly required to provide administrative and coordination support with various aspects of schools' engagement, student placements and outplacement support, attending careers fairs, assisting with ad-hoc HR projects and conducting internal administrative audits</p>

	<p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<p><b>Experience, Knowledge, Skills and Qualifications</b></p>	<p>Demonstrable experience in supporting a cross section of managers and employees in HR administrative and procedural matters.</p> <p>Strong communication skills and the ability to inspire confidence in customers from the advice given and commitment to task.</p> <p>Demonstrates strong technical capability and proficiency with HR system administration.</p> <p>Experience in organising and delivering recruitment processes including guiding managers on all aspects of the relevant process and procedures.</p> <p>Ability to manage and organise workload and be comfortable in a team or working alone.</p> <p>Experience in taking minutes and producing correspondence</p> <p>The post holder must be responsible and responsive.</p> <p>The flexibility and willingness to work outside of core hours where necessary to deliver against the requirements of the role.</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation</p> <p>In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>