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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | HR Co-ordinator | Department | Generalist |
| Function | Human Resources | Site | Thorpe Park, Leeds |
| Date | May 2024 | Approved by  (manager) | Jack Hall |

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| SECTION 2 – JOB SUMMARY |
| To provide an effective HR support service on all areas of HR administration/co-ordination ensuring maintenance of data and relevant systems, accuracy and consistency, whilst also ensuring that deadlines are met and policies and procedures followed. Service provided to support a varied customer base of employees, managers and HR colleagues. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **New starter & Leaver Administration/Co-ordination**  Set up employee file, (manual and electronic); send information to the Payroll team in a timely manner ensuring data integrity and our commitment to paying employees accurately and on time.  Ensuring all relevant documentation is held on file for all employees to minimise risk.  Request references for new employees, ensure they are received and actioned as appropriate and that suitable identification is present on file to minimise, as far a reasonably practical, any risk to Daniels.  Communicate relevant starter and leaver information to other business areas to ensure appropriate action is taken.  To acknowledge resignations, ensure leaver forms are received and processed and exit interviews are arranged to ensure that our payroll is accurate and that we capture reasons for leaving.  Responding to reference requests after employees have left the business. | 35% |
| **Lifecycle Administration/Co-ordination**  To ensure the integrity of all employee data is maintained throughout the employment period.  To be responsible for the accurate processing of any employee changes during their lifecycle, including changes to contract, changes to personal information and maternity and paternity administration, ensuring we comply with our policies and procedures at all times.  Timely processing of pension queries and related administration and involvement in the effective management of the pension administrators.  To accurately input and report on employee absence for all areas of the business and provide the necessary support to line managers. To ensure that salaried absence information is processed through the payroll system and to take responsibility for payments made.  To administer the implementation of the retirement policy ensuring that employees are made aware of their options and are able to make an informed decision and to also ensure that Daniels complies with it’s legislative requirements.  Production of all administration for any employee relations issues including; invites to Disciplinaries, grievances and appeals, production of AWOL letters. | 30% |
| **HR Administration**  General administration in order to provide an effective support service to the HR team and the wider business, including:  Opening and distribution of post and faxes and raising POs  Providing office and telephone cover  Ordering and maintenance of stationery provision  Booking rooms and organising office equipment where necessary  Weekly filing and maintenance of filing systems to ensure that information is complete, accurate and reliable and to also ensure that we maintain our credibility in the wider business  General note-taking, typing and photocopying  Being responsible for undertaking regular audits to ensure our records are accurate and up to date and also to ensure wherever possible we have minimised any risk to the business and are prepared to be audited by third parties  Provide suggestions for further development of admin procedures /systems/reports  Identifies efficiencies of process Mail merges  Ability to draft and send ad hoc letters  Administer and keep records relating to all standard HR policies and procedures. i.e. flexible working, maternity, etc. | 20% |
| **Annual Activity and Projects**  To effectively and efficiently administer various activities on an annual basis, such as long service awards, Christmas activity, salary review and bonus processes and archiving of all information including leaver files, to maintain a high level of customer service and data integrity.  Ability to manage projects, including resources, costs, time implications  Work with HR colleagues on the delivery of specific projects  Managing any re-contracting exercises in support of business restructuring or legislative requirements  Maintenance of the HR intranet site to ensure full customer service and access to up to date information | 10% |
| **Professional Knowledge**  Basic understanding of key legislation. i.e. maternity, paternity, contract requirements, holiday, etc  Understanding of HR forms and basic procedures.  Take responsibility for own development through a comprehensive Individual Development Plan  Understand HR Co-ordinator specialist duties and tasks to provide cover/support when required. | 5% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | HR related NVQ desirable but not essential |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 2 years admin experience |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Previous HR administration experience  Minor/standard Mail merge  Basic report writing  Letter writing skills  Email/Internet experience  Good organisational skills  Good grammar and spelling ability  Good Filing skills  Good IT skills especially in Microsoft Office  Able to work on own initiative  Knowledge of HR Database/systems  **The post holder is expected to carry out the following duties to fulfil the position to a satisfactory level:**  Adhere to Company’s Equal Opportunities and Health & Safety Policies.  Ensure high quality standards and hygiene are maintained.  Adhere to Company Financial procedures.  Respect individual and Company confidentiality rights.  Demonstrate a positive and committed attitude.  Support a culture of continuous improvement.  Show commitment to personal and team development.  Demonstrate a flexible approach. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget  None | Size/Amount | N/A |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers | Liaises with levels up to Managers internally/externally  External contact with suppliers, government and legal bodies.  Contribute towards functional plans  Responsible for HR administration support for all sites. | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) |  |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 4 |
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|  | Reports to (Job Title) | Group HR & Reward Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |