

## Job Description

<b>Job Title</b>	HR Coordinator (including H&S)
<b>Name of Job Holder</b>	
<b>Department</b>	Finance
<b>Reports to</b>	Head of Finance
<b>Location</b>	KB Event, Pinxton
<b>Job Purpose</b>	
<p>Based at Pinxton, the postholder will be responsible for the collation and production of all Human Resources and Health &amp; Safety administrative activities, particularly in relation to recruitment and risk assessments. The incumbent will also be responsible for ensuring all HR and H&amp;S records are up to date and accurate. This is a stand-alone role where the postholder must be able to interact with employees of all levels and be able to positively impact the organisational culture and drive transformational change.</p>	
<b>Principal Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To produce high quality administrative support for the business in relation to all HR and Health &amp; Safety activities and to coordinate any related tasks</li> <li>• To support in the drafting, and to undertake the production of, job descriptions, recruitment advertising and other recruitment and selection-based activities, to include management and measurement of the cost of recruitment</li> <li>• To liaise with external professionals, where necessary, to ensure that accurate HR, employment law and H&amp;S advice is given to the business</li> <li>• To manage the recruitment of staff and to build up professional and cost-effective partnerships with preferred suppliers</li> <li>• To generate employment contracts for all employees that are legally compliant, accurate and relevant within a timely manner</li> <li>• To ensure all risk assessments are carried out across the business and they are updated at appropriate intervals</li> <li>• To share and communicate any relevant changes in employment and health and safety legislation</li> <li>• To maintain best practice HR knowledge in relation to administrative level actions – to include the legislative requirements about terms and conditions of employment and equality</li> <li>• To act as a role model reflecting the Company’s values and to act with professional integrity at all times</li> </ul>	

- To escalate any issues that may need further investigation or pose a risk to the business, its employees or its customers – in terms of HR and H&S activities
- To review and update the Company's HR policies, documents, forms and letter templates
- To collate H&S data and communicate accordingly – such as accidents, near misses, risk assessments, first aid requirements
- To collate, report on HR metrics such as turnover, sickness and recruitment costs
- To advocate GDPR regulations and ensure compliance within the remit of the role and to report any breaches
- To create initiatives to support the welfare of employees across all areas to include mental and physical health and wellbeing
- To ensure all HR and H&S files are kept confidentially and up to date
- To manage and run payroll in a timely, compliant and accurate way in accordance with company rules and regulations – to include auto enrolment for pension contributions and any associated benefits
- To maintain training records and employee qualifications (where relevant to their role)
- To provide administrative support in employee relations activities – such as note taking, invitation letters, meeting minutes for disciplinaries and grievances
- To deliver administrative support in the provision of reward related activity such as pay increases, benefits reviews, etc
- To create and maintain an annual leave and absence database and report accordingly
- To proactively support, and act as a role model in creating a culture of inclusion and diversity
- To assist in the organisation of corporate events

### Person Specification

- To have had previous experience in an HR administrative role
- To be a member of the CIPD (essential)
- To have proven experience of creating and maintaining various record keeping systems
- Excellent IT skills covering Microsoft packages
- Competent in influencing and proactively supporting change initiatives
- An ability to work accurately with large amounts of data and to be able to produce work that is accurate and appropriate to the audience
- Previous experience of working in a fast-paced environment with a varied remit
- A proven ability of being able to build strong relationships with internal departments
- Experience of being able to effectively prioritise and work successfully in an environment that requires trust, honesty and integrity.

**Organisational Responsibilities**

Along with all employees in the business, the postholder will:

- Work within given Health and Safety guidelines and proactively act in a way that reinforces a culture of safety across the organisation
- Ensure that they are compliant with the organisation’s policy on Equal Opportunities and behave in a way that supports and reflects an inclusive culture in the business
- Undertake any other suitable and appropriate task requested of them by management in relation to their role or which supports the achievement of wider team and organisational objectives

<b>Signature Job Holder:</b>	<b>Date:</b>
<b>Signature Manager:</b>	<b>Date:</b>