



## HR Co-ordinator Job Description

**Job Title:** HR Co-Ordinator

**Reporting to:** HR Manager

**Location:** Kepak St Merryn, Merthyr

**Job Purpose:** A truly generalist role that focuses on providing day-to-day HR operational and transactional support across the business. Building strong relationships across all organisational disciplines and levels, you will act as a first point of contact for general HR queries within a fast-paced environment.

### Key Responsibilities

- Act as the first point of contact for general HR queries, proactively managing HR mailbox on a day to day basis
- Provide advice on HR processes and Company procedures, escalating any complex queries to the HR Advisor/ HR manager as necessary.
- Provide support for the recruitment and selection of staff, utilising the recruitment system, including advertising, responding to applications, validating technical certifications, scheduling interviews, and being a member of the interview panel
- Use the HR System to maintain records, produce weekly/monthly and ad-hoc statistical/management reports as required
- Input Agency new starters and leavers onto the T&A system. Data Cleanse the T&A system to ensure only accurate data is live.
- Produce all correspondence and relevant documentation relating to the employee lifecycle, including employment offers, screening checks, any professional registration/licensing checks, reference requests, changes to terms and conditions, job descriptions etc
- Ensure the accurate and timely completion of all people related changes in the HR information system, including starters, leavers, changes to terms and conditions etc, in accordance with payroll deadlines.
- Assist Payroll department with data checks and queries, ensuring statutory and contractual compliance with payments
- Support inductions (with Training) and carry out leaver interviews
- Actively review and update the HR induction process, recommending improvements and ensuring employment compliance
- Assist in the review and update of people related site policies and procedures, keeping up to date on current employment law and legislative changes which may impact the business
- Manage the documentation in the and HR Files to ensure fit for purpose.
- Actively monitor attendance, carrying out sickness absence reviews and investigation meetings, highlighting and escalating at relevant trigger points in accordance with the Company's Attendance Policy
- Arranging employment medicals with relevant departmental managers of all new starters with the Occupational Health Advisor, ensuring timely and accurate compliance
- Support with minutes (and advice, where appropriate) for complex consultations, sickness absence reviews, disciplinary, capability and grievance hearings
- Support with data collation and arrangements during site audits (planned and unplanned)
- Support the OHA with employee absence related paperwork and information.
- Actively identify opportunities for process improvements and efficiencies
- Assist on project work, supporting with data, research and input as required
- Ensure that HR information and activity always remains confidential, is recorded accurately and in real time



- Develop and foster strong working relationships with key business stakeholders to achieve business and team objectives
- Undertake any other associated duties as determined by the HR Manager

**Skills/ Experience**

- Experience working in HR at co-ordinator level or above
- Must be discreet, diplomatic and treat information within the department as highly confidential
- Meticulous attention to detail essential, including proofing and editing
- Sound understanding of integrity and compliance
- Communicates well in written and oral form with multi-nationals on all levels
- Ability to multitask and work under own initiative to deliver to deadlines
- Relationship builder with influencing skills
- Strong IT skills in HRIS and Office packages (particularly Word, SharePoint, Excel)
- Strong team player
- Must be an active member of CIPD (Level 3 minimum).

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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