

JOB DESCRIPTION

Post Title: **HR Coordinator**

Responsible to: HR & Administration Manager

Responsible for: Student staff as appropriate

Summary of post: To work closely with the HR & Administration Manager to ensure that key HR projects, policy and best practice is successfully implemented throughout the organisation. To support the delivery of human resourcing and people management, providing advice and guidance as applicable to managers and staff, promoting best practice and communicating policy.

Responsibilities

1. To work with the HR & Administration Manager to ensure the successful implementation of the Guild's people strategy, HR practices and policy, to support the organisation's strategic plan.
2. To assist the HR & Administration Manager in all aspects of HR and people management, including: employee resourcing, learning and development, performance management and employee relations.
3. To take a lead on providing information, guidance and advice to support line managers and employees on HR matters - promoting best practice, reinforcing Guild policies and providing excellent customer-service.
4. To keep up to date with employment legislation, and assist the HR & Administration Manager in ensuring Guild policies, procedures and the Staff Handbook both reflect this and are up to date.
5. To take a lead on coordinating and delivering key HR projects within the Department that will lead to the development of HR practices in line with the Guild's people strategy.
6. To assist in ensuring that all data in the HR System (People HR) is updated in a timely manner, ensuring accuracy of information and effective management and use of the system.
7. To support the HR & Administration Manager to ensure the HR & Administration team deliver work in an accurate and timely manner
8. To assist in preparing reports using HR data and statistics obtained from the HR system, and support the HR & Administration Manager in the preparation of HR Committee reports as applicable.
9. To support the on-going monitoring and delivery of the job evaluation initiative, ensuring the effective administration of the scheme and providing assistance as requested by the HR & Administration Manager in the development and evaluation of posts.
10. To support and ensure the effective coordination and delivery of the annual performance appraisal scheme and cycle.
11. To maintain all personnel files in accordance with the Data Protection Act.

12. To support the HR & Administration Manager to ensure all HR & Administration team members both abide by the Data Protection Act, and understand confidentiality within the context of their roles.
13. To support the administration of Guild Committee meetings, as applicable, working with managers and officer to prepare agendas, issue papers and record minutes.
14. To identify improvements and recommend these to the HR and Administration Manager for consideration.
15. To undertake appropriate training and personal development as required for the role.
16. To adhere to all relevant Guild Policy with particular reference to staffing, health & safety, environmental, and any relevant Guild policy where it may impact upon your role.
17. To participate as a member of the HR & Administration department, Operations Directorate and Guild team.
18. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
19. To support the work of the HR and Administration team, where necessary, in the event of sickness, holiday or other exceptional circumstances
20. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

July 2018



We'll make sure you get the best from Birmingham!



Person Specification: HR Coordinator

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	QUALIFICATIONS		
1	Good general education, typically to degree standard, including Maths and English at least to GCSE Grade C or equivalent	✓	
2	CIPD HR Qualification (Level 5)	✓	
3	Evidence of continued professional development in the area of HR	✓	
	KNOWLEDGE AND EXPERIENCE		
4	Experience of working within a HR related field or discipline	✓	
5	Experience of people management – including employee relations and resourcing, performance management, learning and development	✓	
6	Experience of developing and implementing HR policies and procedures	✓	
7	Experiencing of using and developing HR systems and databases	✓	
8	Experience of building and maintaining relationships with managers, staff, customers and clients	✓	
9	Experience of coordinating and/or delivering projects	✓	
10	Experience of administering or supporting job evaluation initiatives		✓
11	Experience of supervising others		✓
	SKILLS AND ABILITIES		
12	Ability to present information clearly and concisely in writing and verbally	✓	
13	Ability to communicate well with staff at all levels, as well as Officers, Trustees, students and other stakeholders	✓	
14	An understanding of confidentiality and Data Protection	✓	
15	Ability to work using own initiative	✓	
16	Ability to use systems to input and extract HR data and reports	✓	
17	Ability to understand customer care both internally and externally	✓	
18	Computer literacy (standard office software including spread sheets) and keyboard skills	✓	
	PERSONAL QUALITIES		
19	Understanding of and a commitment to Equality of Opportunity	✓	
20	Team focussed approach	✓	
21	Self-motivated	✓	
22	Flexible	✓	
23	Committed to continuously improving service delivery	✓	
24	Customer focus	✓	
25	Persistent & able to persuade others to meet your deadlines	✓	
26	Attention to detail	✓	