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WE NEED YOU

WE'RE LOOKING FOR
PEOPLE COORDINATOR

LOCATION:
Hertford HQ

WORKING HOURS:
Monday – Friday 37.5 hours

SALARY/DAY RATE/GRADE:
Up to £24,500

OTHER BENEFITS:
Competitive Reward Scheme Bonus, Life Assurance, Discount portal, Aviva Pension, Samsung/HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

CONTACT TYPE:
Perm

REPORTING IN TO:
People Operations Manager

GRADE / ROLE TYPE
Entry Level

blue square.

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WE'RE LOOKING FOR PASSIONATE PEOPLE PERSON

As our People Coordinator, you'll be a key part of making sure our team and new starters have a great experience, and that everything behind the scenes runs like clockwork. You'll be responsible for a wide range of admin and coordination tasks across the employee lifecycle, supporting our Talent, People Operations, and L&D functions.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

RECRUITMENT & ONBOARDING

- Creating job descriptions and adverts, maintaining our job boards and careers socials and posting ads using our employer brand toolkit
- Creating interview schedules for hiring managers and inviting candidates to interview.
- Managing comms and feedback to unsuccessful candidates, highlighting those suitable for our future talent pool.
- Leading on the pre-boarding experience including the completion of right to work and compliance checks for all new starters
- Owning the onboarding experience for all new starters, acting as the connection between the People team and our business areas.

PEOPLE OPERATIONS

- Acting as first point of contact for the People team, managing the shared inbox in line with SLAs.
- Advising our managers on policy and procedure, escalating where appropriate to the relevant People team member.
- Managing administration at every stage of the employee life cycle, from onboarding new starters, confirming probations, reference requests, managing absences and family leave (maternity, paternity, annual leave, etc.), through to offboarding leavers.
- Supporting the monthly payroll cycle, by collating information ensuring accurate and timely processing in line with set deadlines.
- Supporting the People Operations team with employee relations case management, attending meetings as notetaker and preparing documentation.
- Promoting self-serve wherever possible, by directing employees and managers to the various training and guidance assets.
- Participating in the administration of key people calendar events such as pay reviews, talent mapping, Gender Pay Gap reporting and HR audits.
- Working with the wider People function to achieve the People team's strategic objectives by contributing to a range of different projects.

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PEOPLE DEVELOPMENT

- Supporting the planning and maintenance of the L&D calendar.
- Coordinating training and development activities including updating materials, managing attendance, arranging venues where required and responding to queries from participants and suppliers.
- Liaising with external training partners, assessing relevant learning and development options, responding to questions, and providing information.
- Monitoring the training budget, including tracking spend, ensuring the payment of invoices and supporting the administration of the apprenticeship levy funding.
- Collaborating with the Digital Learning Specialist to keep the virtual learning hub thriving.

SYSTEMS, REPORTING & COMPLIANCE

- Maintaining accurate employee data records on the People systems and preparing and maintaining reports.
- Providing user support and guidance for queries related to the People systems.
- Ensuring that data is processed via the system in a secure and systematic way, in compliance with GDPR and company procedures.
- Participating in regular data cleans audits to monitor data accuracy and to ensure compliance.
- Identifying areas for improvement with the HR policy framework, creating viable solutions on how to enhance and optimise processes, policies, and procedures, ensuring compliance in line with statutory obligations.
- Coordinating the analysis of learning needs to inform development activity, gathering and reviewing data and insights to drive improvements.

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- Personable and enthusiastic with the ability to engage multiple stakeholders.
- Detail driven, capable of achieving accurate work and strong organisational skills.
- Desire to learn and evolve skillset.
- Enthusiastic with elevated levels of energy, self-motivation, resilience, personal drive and initiative.
- Good working knowledge of Word, Excel, PowerPoint, Outlook and HR systems OR willingness to learn.

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Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

