**Role Description – HR and Recruitment Coordinator**

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| Role title | HR & Recruitment Coordinator | Grade | 2 | Department | HR |
| Reports to  | People Partner  | Reports | 0 |
| Key relationships / interfaces  | **Internal**:  | HR team, Line Managers, LT, all APM employees.  |
| **External**: | Third party suppliers such as recruitment agencies, HR/Payroll provider, Professional and Corporate bodies, Government agencies. |
| Role purpose  | The main purpose for this role will be to carry out and facilitate a range of HR administrative duties focusing on recruitment, probation and induction. The job holder will also provide a responsive and customer-focused HR service, offering advice and guidance to line managers and employees on HR policies, procedures and initiatives as and when requiredSupport the HR department with specific HR projects and employee relation matters when needed. Manage systems and processes to drive performance and deliver initiatives in line with the business plan and budgets. |
| Breadth of responsibility *(* | Assist with the implementation of APM’s HR initiatives to achieve the business plan, objectives and KPI’s. Help develop and manage aspects of the HR budgets to meet the strategy, business plan and objectives. |
| Dimensions and limits of authority  | Working within the agreed strategy, business plan and budgets. Expenditure is authorised up to the value of £1,000. |
| APM Values | The role holder will be expected to operate in line with our company values of:* Progressive
* Warm
* Excellent
* Thoughtful
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| **Key responsibilities / accountabilities**  | **Key performance measures**  |
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| **Recruitment** Resourcing plan and processAssessment and Selection  | * Responsible for sourcing and onboarding high calibre candidates, ensuring headcount has been approved prior to recruitment.
* Researching and appropriate use of recruitment channels such as agencies, job boards, social media online and considering the recruitment budget
* Manage and coordinate the selection and assessment processes including cv sifts, ensuring all resourcing processes meet legal requirements and are fair, fit and inclusive.
* Carry out all the administrative duties in the recruitment process such as; working with the hiring manager to create a suitable JD, draft and place adverts, log application forms, organize recruitment timetables, arrange interviews and interview tests.
* Greet interviewees and make them welcome on the interview day and ensure interviews run smoothly, checking and copying paperwork as required. (when back at the office).
* Provide feedback to relevant parties at each stage of the recruitment process, liaising with relevant recruitment agencies.
* Accurate and timely management of documentation and reporting.
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| **Induction and Offboarding** | * Administer the process for new employees, for example; prepare contracts, offer letters and pre-employment checks i.e. right to work, qualifications and references.
* Coordinate and conduct induction programmes with new employees.
* Liaise with line managers/relevant departments to ensure they are aware of their responsibilities in the induction process.
* Administer the probation process ensuring Managers know when review meetings need to take place and forms are completed after each meeting.
* Arrange and conduct exit interviews for all staff either face to face or electronically. Provide feedback accordingly.
* Ensure resignations are acknowledged in a timely manner and the Line Manager is aware of the off-boarding process.
* Respond to reference requests for current /ex-members of staff.
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| **Support and Administration**  | * Support the HR Team to deliver service excellence and value for money, ensuring all support and admin. is completed accurately and in a timely manner.
* Ensure the HR System/files are kept up to date following data protection principles. Database cleansing with be expected.
* In conjunction with the Payroll & Benefits Coordinator ensure the HR System accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
* Assist with establishing KPI’s and objectives to meet

 organisational needs. * Ensure compliance and legislation requirements are given priority in design of support services offered.
* Support the HR team to deliver excellent service and value for money.
* Help with designing HR processes, implementation, support and administration adapting the HR service offered to meet the business needs.
* Adhering to KPI’s and metrics, taking corrective action as required.
* Engage with stakeholders to ensure HR delivers the necessary and continuous improvements in services levels.
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| **Employee Relations/Engagement**  | * Assist with communicating policies and procedures to line managers, ensuring legal compliance is adhered to.
* Support/advise on all aspects of HR provided in a timely, relevant, consistent and effective manner.
* Provide day to day advice to line managers and employees on general HR related queries, entitlements, requests and Company Policies and Procedures, escalating more complex issues to the People Partner or Director of People Strategy.
* Working with the HR team to run the Best Companies and ad-hoc engagement pulse survey.
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| **Other Adhoc duties**  | * Assisting with other duties such as appraisal process, virtual L&D events, Health and Wellbeing activities as and when required
* Support with APM culture and values by identifying engagement methods to improve performance, signposting to counselling services and living our values.
* Specific HR projects to be completed timely and accurately.
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**Person Specification – HR & Recruitment Coordinator**

| **Attribute** | **Description** | **Essential / desirable** |
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| **Qualifications**  | * Educated to A level or equivalent
* CIPD Level 3
* CIPD Level 5
 |  EssentialEssentialDesirable |
| **Experience** | * Experience of recruitment, engagement, and learning within a commercial environment.
* Stakeholder management at all levels.
* Experience of working within a HR team.
* Experience of delivering HR initiatives.
 | EssentialEssentialEssentialEssential  |
| **Knowledge** | * HR legislation
* Best practice HR Management
 | EssentialEssential |
| **Skills** | * Excellent communication and organisational skills.
* Effective decision-making skills.
* Ability to project manage.
* Ability to manage HR systems and procedures.
* Good understanding of HR legislation to ensure APM meets legislative requirements.
* Ability to present information in forms, tables and spread sheets.
* Excellent written and verbal communication skills.
* Ability to use IT packages relevant to the role.
* Excellent organisation and time management skills with the ability to work independently and to deadlines.
 | EssentialEssentialDesirableEssentialEssentialEssentialEssentialEssentialEssential |
| **Behaviour / competency** *(9)* | * Adaptability
* Analytical thinking
* Communication skills
* Accuracy, Planning and organising
* Resilience
* Technical and professional expertise
* Ability of demonstrate a professional, confident and ‘can do’ attitude.
* To maintain discretion and maturity in handling sensitive/confidential data.
 | EssentialEssentialEssentialEssentialEssentialEssentialEssential |