



Sovini

Job Description

Vision: Thriving, Inclusive Communities

Directorate:	Organisational Development
Team:	People and Learning
Job title:	HR Services Co-Ordinator
Responsible to:	Assistant HR Business Partner
Responsible for:	HR Assistant & HR Apprentice

1	Job Purpose
1.1	To provide comprehensive administrative support across the group, leading the HR Admin function, acting as the first point of contact for general queries.
2	Key Objectives
2.1	Responsible for the delivery of all key HR administration tasks, managing task allocation for direct reports and ensuring the HR service delivery is to the highest standards across the Group
2.2	To provide day to day management, supervision and support to the HR Admin Team members. Managing their performance and development needs, regularly conducting one to ones and team meetings.
2.3	To be responsible for recruitment for the Group, offering advice to managers, co-ordinating all administration, advertising vacancies and preparing for and attending recruitment days.
2.4	To be the point of contact for all new starters, carrying out the relevant checks and issuing contracts of employment in a timely manner.
2.5	To collate monthly, quarterly and yearly KPI's including quarterly E&D statistics, recruitment statistics, People and Learning Performance Indicators, as well as providing monthly sickness and turnover figures.
2.6	Monitor and regularly review records such as DBS checks, fixed term contracts and probationary reviews and ensure reminders are issued and necessary action taken.
2.7	Manage and co-ordinate attendance review meetings, preparing the paperwork, attending reviews and tracking outcomes for analysis.

2.8	Responsible for ensuring all HR Admin Team processes are reviewed regularly, identifying and implementing service improvements wherever possible.
2.9	Support the Assistant HR Business Partner in maintaining the HR Systems including access to the system, processing change to terms and conditions forms, general system queries, and ensuring all new starters and leavers are up to date in the systems.
2.10	Ensure regular internal audits are completed ensuring high accuracy and timeliness of administrative duties which the HR Admin team are responsible for.
2.11	To lead on HR projects such as the production of the Annual Reward Statements and support the bi-annual salary benchmarking exercise.
2.12	Responsible for co-ordinating and promoting the 'Employee of the Month' and '100% attendance' scheme across the Group and making the necessary arrangements for issuing the awards.
2.13	Engage with local schools, Colleges and Universities to support, along with the team, on workshops such as Apprenticeships, Interview Skills and Careers Events.
2.14	Collating, ordering and distribution of any stationery requisitions for the HR Team and uniform orders for all staff.
2.15	Collect incoming mail and monitor and distribute to the HR Team.
2.16	Maintain efficient and effective filing systems.
2.17	To develop the Sovini Group's commitment to equality and diversity and to promote nondiscriminatory practices in all works undertaken.
2.18	To adhere with section 7 of the Health and Safety at Work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
2.19	This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.