energy saving trust

Job description

Role Title	People team coordinator	
Directorate	People team	
Line manager	People Business Partner	
New/ Existing	New	
Perm/ FTC	Fixed term to 31 March 2022	Grade 4
Job Purpose	To provide administrative support in the full employee lifecycle from recruitment and selection; job changes and organisational structure updates; to leaver processes. Ensuring all information stored and provided is accurate and useful to support the people team. Own system administration for both our online learning and performance management platform and intranet and also support internal communications activities as required.	

Resource Management Responsibilities	Budget/ Equipment Accountabilities Nil	People (staff) Accountability Nil	Contractor Accountability Nil

Critical Accountabilities	This role will:
	
	- Provide efficient administration for all elements of the employee lifecycle including but not limited to:
	  - Coordinating and posting job adverts internally/externally including liaising with our third-party advertisers and sending internal communications to highlight opportunities.
	  - Creating contracts and offer packs for new starters.
	  - Ensuring all recruitment and selection paperwork is correctly stored and actioned.
	  - Running right to work checks and collecting references to ensure offers can proceed.
	  - Processing new starter forms and responding to IT and manager requests and queries.
	  - Monitoring and acting on time critical dates e.g. probation and end of contract dates.
	- System administration for both our online learning and performance platform (iDevelop) and our intranet (Connect). Including: setting up new users, updating job changes, suspending and removing leavers, creating and providing user data reports as needed and managing and uploading new content as required.
	- Supporting employee contract changes by issuing relevant letters and updating the organisational chart on a monthly basis.
	- Provide internally communications support as required to our internal communications co-ordinator, including all staff initiative emails and weekly wellbeing and staff news emails.
	- Being the first point of contact for the people, iDevelop and recruitment inboxes – ensuring they are correctly categorised,

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	responding to general queries and sending on applications and information to the relevant managers or individual.
	▪ Provide administrative support to the payroll administrator supporting with entry of new starter information, job change updates and leavers, adding individuals to BUPA and our pension provider.
	▪ Take ownership and responsibility for file and folder management and retention processes for all our electronic files.
	▪ Creating and sending organisation wide emails and mail merges for annual pay awards and bonus, when applied.
	▪ Being responsible for our COVID log and seeking and providing regular updates to people team.
	▪ Raising POs, chasing and processing invoices as necessary.
	▪ Supporting administration of our cycle to work scheme by tracking orders raised for finance.
	▪ Update policies as required in collaboration with the people business partners.
	▪ Undertake other activities as required to support the people team.
Knowledge, skills, and qualifications required.	**Must have:** ▪ Excellent organisational and coordination skills. ▪ Demonstrable experience in an administration or assistant role. ▪ Understanding and knowledge of GDPR and HR confidentiality. ▪ Experience of working in a fast-paced environment with ability to prioritise activity. ▪ Process driven and happy to undertake repetitive tasks. ▪ Strong attention to detail. ▪ Good word, excel and system skills. ▪ Strong relationship management with the ability to proactively build and maintain relationships across all levels of the business using strong written and interpersonal skills. ▪ Good communications skills. ▪ Ability to deal with internal and external stakeholder queries and respond in a proactive manner. ▪ Proactive in delivering and identifying ways to improve existing processes and establish new approaches. ▪ Ability to work under minimal supervision efficiently. ▪ Self-motivated, team-oriented, and goal-oriented. ▪ Commitment to CPD.