

WHAT'S THE ROLE?

PEOPLE OPERATIONS COORDINATOR

I deliver a professional and collaborative operational people service, supporting the People team and the wider People and Culture Team, to provide a first-class employee experience that supports employee wellbeing and engagement, and the achievement of our wider people strategy, and our goals around equity, diversity and inclusion.

IN THIS ROLE YOU'LL...

- Take responsibility for all transactional processes throughout the employee journey, including onboarding, variations to existing terms and leavers.
- Collaborate with the wider People and Culture team to deliver a great 'new starter experience' every time.
- Support the People Advisor with management of absence, probation, exit interviews and employee relations cases.
- Support the People Analytics and Payroll Partner to process the monthly payroll – updating the HRIS with changes impacting on payroll, as required.
- Provide first line advice relating to terms and conditions, employee benefits, the HRIS, policies and pay
- Take responsibility for checking and monitoring the HR Inbox, responding to queries, or directing them to appropriate colleagues
- Process invoices for people operations expenditure, including raising PO's and liaising with supplier accounts functions
- Support managers and employees with day-to-day use of PeopleHUB (HRIS)
- Monitor all mandatory documents which require renewal including visa's, DBS and NMC renewals (where required).
- Support the People Analytics and Payroll Partner to produce key HR metrics to drive positive change within the organisation.
- Actively participate in team activities and cross-organisational project or working groups.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE...

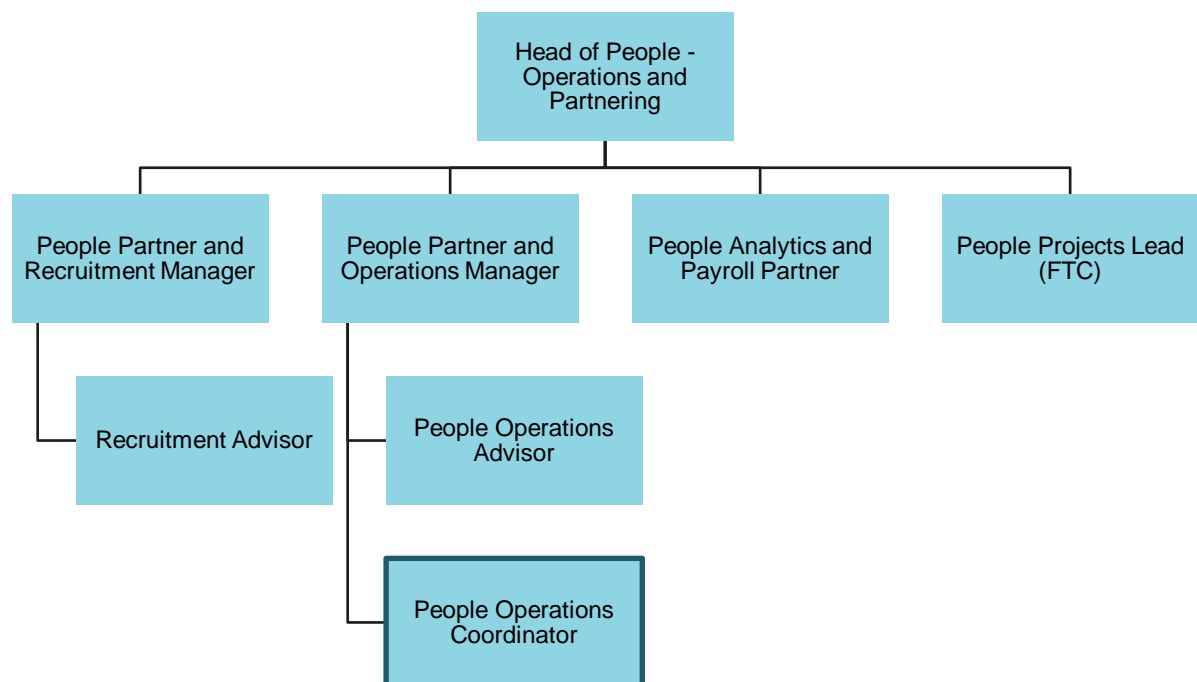
- CIPD qualified (Level 3 qualified or committed to qualifying)
- Interested in developing a career in HR, and experienced in providing excellent operational services within a busy HR/People team
- Able to work flexibly and responsively in a fast paced and demanding environment exercising good judgment and using own initiative.

- Great team player and will do what's needed to help my colleagues.
- Able to manage a busy and varied workload, understanding the importance of getting the basics right
- Strong interpersonal skills and integrity, able to communicate well with others and quickly build credibility.
- Understand the importance of confidentiality and discretion while working in a trusted role with access to highly sensitive information.
- Flexible digital skills and confidence using multiple platforms including Microsoft applications, and HRIS'.
- Aware of best practice and the general principles of employment law.
- Good understanding of the principles and requirements of GDPR and how they relate to communicating, storing, and processing employee data.
- Actively supports our commitment to equity, diversity, inclusion and allyship.

YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** People Partner and Operations Manager
- Job level:** Band 2A - Coordinator
- Contract:** Fixed Term – 12 months
- Hours:** Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.
- Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office one - two days a month and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

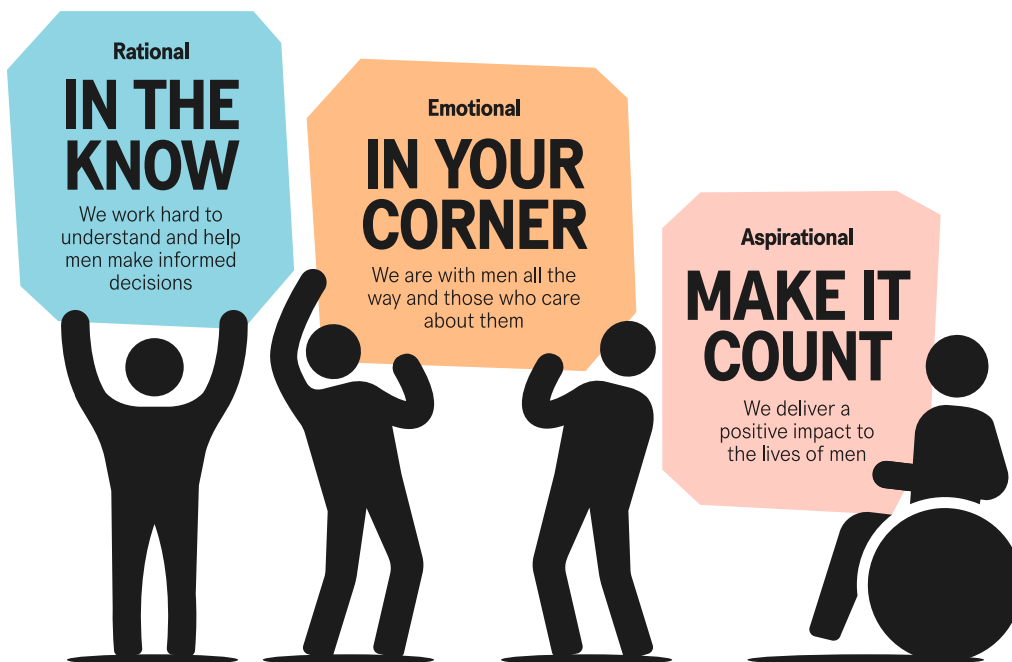


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.	GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.	DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.
NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.	OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.