



Job Title: People Team Coordinator
Service/Division: People Team
Reporting to: People Managers (HR/Talent/L&D)
Direct reports: None
Location: Hammersmith

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.

Job Summary

Working across the People team the People and Talent Coordinator is an essential for the organisation, contributing to the long- term development and performance of the People directorate. The postholder will have excellent communications skills, a keen eye for detail and an ability to work on their own initiative in a fast-paced environment. The role provides technical expertise and support on Talent, People and L&D related matters, including actively supporting the end- to- end recruitment for all posts, using ATS/HRIS systems, strong contribution towards inductions and DBS checks. The role also provides the key point of contact for staff on day-to-day routine HR questions and queries, and hands on interaction and delivery of L&D initiatives.

Key Responsibilities and Duties

1. People, Talent and L&D Coordination

- Full responsibility for People Support Inbox
- To maintain an accurate HR filing online system for all employees and train staff on HRIS system
- Support absence management casework
- Process employee requests and provide relevant information
- Responsible for producing all documents for HR processes - new starter and leavers, contracts, variations in terms, probation letters, appraisals
- Responsible for collating, produce and circulating the company Newsletter on monthly basis working closely with the People Manager and managers for contribution.
- Minute taking at HR related meetings as required
- Arrange exit interviews, exit and people engagement survey
- Support and conduct new starter HR inductions
- Provide support with absence management casework
- Arrange and facilitate organisational inductions and other L&D sessions
- Ensure all successful candidates provide right to work documentation and keep all personnel records up to date.

- Build strong working relationships at all levels to influence and engage staff
- Other ad-hoc duties

2. HR Systems

- Provide HRIS self-service to staff across the organisation
- Input and maintenance of HR information for employees e.g. new starters, leavers, salary increases/decreases on HRIS system
- Running reports on absence, holidays, new starters, and various management reports

3. Talent Coordination

- Full responsibility of Talent inbox
- Prepare job description, adverts and arrange interviews as requested by the Talent Acquisition Manager
- Undertake full pre-employment checks
- Prepare relevant offer and contract
- Responsible for coordinating Advance Organisational induction new starters on quarterly basis

4. L&D Coordination

- Support with the People Development queries
- Support L&D manager with delivery of programmes
- Administrate e-Learning activities
- Support and actively deliver inductions
- Coordinate bi-annually away days

5. Appraisals

- Support with the coordination of annual performance reviews and quarterly performance follow-up meetings are conducted within the set timeframes
- Ensure performance reviews, job descriptions and details of the follow up meetings are uploaded on to Breathe.

6. Absence Management

- Produce monthly absence reports and flagging triggers to People Manager
- Ensure leave is recorded accurately, on the on-line HR system and on payroll reporting forms

7. Payroll

- Liaison with payroll to resolve queries
- Respond to payroll queries and resolve any issues

8. Promote equality, diversity and inclusion as part of the culture of the organisation through the employee life cycle.
9. Keep up to date with employment law changes and advise managers on policy changes as needed.
10. Monitor regulatory requirements for staff training and competence and ensure that all requirements and subsequent changes are reflected in all statutory and mandatory training.
11. Coordinate the development, delivery and evaluation of a staff Learning and Development programme and the implementation of an annual corporate training plan.
12. HR Projects Management
To work closely with the People managers on HR initiatives/projects to develop the culture and embed Advance values and competency framework, to improve people capability within the organisation.

General Information

Performance and Quality: Ensure all work undertaken is aligned to the service/division’s annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance’s Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Relevant qualification in HR and or HR knowledge	D

Knowledge of employment law	D
EXPERIENCE	
Proven experience of handling and managing confidential data	E
Experience of undertaking identification checks	D
Comprehensive working knowledge of the full Microsoft Suite and MailChimp	E
Excellent and demonstrable experience of working with all level	D
Experience of office management, co-ordination and administrative skills	E
Experience of producing analytical HR data and translating into monitoring reports	D
TECHNICAL/WORK BASED SKILLS	
Comprehensive working knowledge of Microsoft Office, Outlook, Publishing tools, Excel and web-based HR systems	E
Excellent communication skills, both written and oral	E
Accuracy and methodical in dealing with data processing, filing systems, facts and figures	E
GENERAL SKILLS AND ATTRIBUTES	
Demonstrable multicultural skills and variable approaches to equity, diversity and inclusion	E
Experience of dealing with people at all levels	E
The ability to be flexible, working as a team or independently as required in order supporting the service and colleagues	E
Experience of multi-tasking and prioritising, remaining calm under pressure or in stressful environments	E
High level of commitment and dedication	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.