
JOB DESCRIPTION

Job Title	HR Coordinator
Department / Code	Human Resources / SHR
Main Purpose of Job	Working closely with your HR Business Partner, you will provide a high level of HR admin support, together with appropriate guidance, advice and support to managers and staff in your designated business areas
Reporting To	HR Business Partner

Main Duties and Responsibilities

1. Recruitment

- Once trained, interview prospective candidates for roles at F1 alongside the relevant manager.
- Raise new starter forms, ensuring appropriate authorisation is recorded.
- Create job files, file interview notes and generally keep them in order; to also destroy details after 12 months in line with our Candidate Privacy Notice.
- Maintain an interview question 'library'.
- Create job descriptions in line with template and F1 format.

2. Welfare

- Receive phone calls from staff, log and email managers advising of the employee's sickness absence.
- Carry out welfare meetings, provide support, take notes and follow up where appropriate.

3. Training

- Book and coordinate training for your business area, whilst following the Training Procedure to ensure the best ROI.
- Raise POs in a timely manner.

4. Manage new starter process

- Draft contracts of employment and send with new starter pack.
- Follow extensive new starter procedures.
- Ensure all paperwork is given to payroll.
- Carry out new starter inductions and ensure there is new starter paperwork ready.
- Ensure all new starter paperwork is received/chased where appropriate.

- Keep new starter files at the front of the drawer until complete, then sign the file as complete and file within main filing cabinets.

5. Leavers Process

- Write and confirm acceptance of resignation.
- Raise Leavers Form and New Employment Form.
- Calculate leaver's entitlements for payroll.
- Ensure payroll is advised in a timely manner.
- Archive leaver files on a quarterly basis.

6. Performance Management

- Diarise probationary reviews with managers and ensure they are completed in a timely manner (to raise with HRBP if there are any performance issues/concerns/delays).
 - Write and confirm completion/extension with employee and advise of benefits where appropriate.
 - Log any disciplinary sanctions on HR Information System and remove once expired.
- 7.** Maintain HR Tracker, for the purposes of accurate monthly statistics, including turnover, average time to hire etc.
 - 8.** Diarise fixed term contract end dates 6 weeks in advance and confirm if the contract will be renewed or not.
 - 9.** Administer Maternity, Paternity, Shared Parental leave process.
 - 10.** Complete employment references for leavers (check if we have agreed an enhanced reference upon leaving).
 - 11.** Act as HR Rep and note-taker in disciplinary/grievance meetings.
 - 12.** Contribute to HR projects, including updating of policies and procedures and improving HR systems etc.
 - 13.** Provide support to other team members during busy periods or absence.
 - 14.** Proactively maintain procedures for your own area of responsibility.
 - 15.** Assist with processing of departmental paperwork as required.
 - 16.** File departmental paperwork on a regular basis.
 - 17.** Input data into HR Information System and ensure it remains up to date with any changes
 - 18.** Complete all mandatory training within specified timelines.
 - 19.** Operate safely at all times in line with Company health and safety requirements.

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20. Undertake other duties within your capabilities as your manager/director may assign to you from time to time.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ A Levels or equivalent 	<ul style="list-style-type: none"> ▪ CIPD level 3
Experience	<ul style="list-style-type: none"> ▪ Previous experience as a HR Coordinator / Administrator ▪ Proven administration experience in a busy, fast-paced role 	<ul style="list-style-type: none"> ▪ Interviewing experience
Knowledge & Skills	<ul style="list-style-type: none"> ▪ Basic HR knowledge ▪ High attention to detail ▪ Ability to multi-task ▪ Excellent communication skills 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Professional ▪ Confidential ▪ Interest in HR ▪ Great team player 	

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