

People Coordinator

Job Purpose/Summary:

To administer and coordinate all aspects of the employee lifecycle to enable ADSS to deliver its mission to ensure everyone living with dementia in Kent and Medway can get the support they need to live the life they want. The People Coordinator will be key to enabling us to be an employer of choice by being the first point of contact for all team members, ensuring we have professional legally compliant records, team members make full use of benefits and that we can spot trends and emerging issues with our people or practice.

Main Responsibilities/Key Tasks:

Recruitment and Selection

- Conduct all the administrative processes for recruitment, including screening applicants and preparing interview documents, administrate recruitment campaigns, and sitting on interview panels.
- To provide a professional and welcoming first impression of ADSS throughout the recruitment and on-boarding processes.

On-boarding and Induction

- As owner of the induction process, you will ensure that the schedule for inductions is communicated to the assigned trainers
- To deliver timely and professional communications and documentation to new starters in line with best practice and legislation.
- You will be the first person for to meet and greet new starters.

HR Database and Reporting

- Support with the implementation of ADSS' new HR database.
- Be the primary contact for queries regarding HR
- Ensure the HR Database is accurate and up to date. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
- Provide appropriate reports from the HR database for the purpose of management review, auditing and monitoring.

Administration

- Conduct general administration tasks for the HR Department, including sorting post, dealing with telephone calls, devising standard personnel documents and letters and manage the HR inbox.
- Work closely with our Employment Law Specialists to keep ADSS documentation and processes up-to-date.
- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Finance officer, for example, contractual variations, new starters, leavers, contractual benefits and staff benefits.
- Administer the probation process ensuring Managers know when review meetings need to take place.



- Manage the exit processes for all departing employees, including leavers checklist, exit interviews and remaining leave calculations.
- Respond to reference requests for existing or previous team members.
- Ensure electronic and paper-based personnel files are maintained and filing/archiving is completed in a timely manner.
- Maintain an up-to-date Procedures Manual for all HR Administration duties.
- Assist with the charity's annual appraisal cycle, record completed appraisals and training needs.
- Assist with charity's annual salary review process.

Advice and Guidance

- Provide day to day advice to Line Managers and Employees on general HR related queries, requests and Policies and Procedures, escalating more complex issues to our Employment Law Specialists.
- Arrange and minute formal meetings, such as employee disciplinaries and grievances.
- Keep updated with our externally provided employee benefits and health plan to champion them across the organisation.

Additional Duties

- To demonstrate support for the charity's commitment to equal opportunities and its Dignity, Diversity and Equality Policy.
- Be an active member of both the Employee Forum and the ADSS Wellbeing team to promote team wellbeing, development, and cohesion.
- To undertake other activities identified from time to time commensurate with the level of the post.

KNOWLEDGE, SKILLS AND EXPERIENCE

		Desirable
Qualifications and experience	<p>English language GCSE A-C or equivalent</p> <p>Experience of managing the full employment lifecycle or equivalent experience.</p> <p>Good IT skills, including a comprehensive knowledge of the Microsoft Office suite of programs especially Excel and Word.</p>	Chartered Institute of Personnel and Development (CIPD) or the willingness to learn
Work skills	<p>Strong communication skills, both written and verbal.</p> <p>Strong administration skills.</p> <p>A high level of confidentiality, tact, and diplomacy.</p> <p>The flexibility and willingness to learn.</p> <p>The ability to work accurately, with attention to detail.</p> <p>Proactive, motivated, highly organised with strong time-management skills.</p> <p>Ability to work both independently and as part of a busy team.</p>	
Personal	<p>Friendly and able to talk confidently to a range of people.</p> <p>Confident to use skills and informed judgement to take the initiative.</p> <p>Enthusiastic and motivated.</p>	