



**Job Description: HR Coordinator**

**Hours of work: 37.5 hours per week Monday-Friday**

**Annual Leave: 25 days FTE (plus bank holidays)**

**Salary: Up to £28,000 depending on experience**

**Contract: Permanent**

**Employed by: Involve Kent**

**Responsible to: Finance Manager**

**Based: Turkey Mill, Maidstone**

**Purpose of the role:**

To act as the standalone HR support within the organisation, providing a full service for all aspects of the 'employee lifecycle' including, but not limited to, recruitment, employee checks, contracts of employment, variations to employment, advice on terms and conditions of employment to both managers and employees. In addition, providing Senior Management Team with adhoc HR support including grievance investigation support, disciplinary process support, minuting meetings with employees and support with TUPE when required. This role should also work with the SMT to develop internal processes around HR to ensure compliance, good practice and efficiency within the organisation.

Involve Kent aims to improve health and empower people and communities to live well and is currently expanding services across Kent agreeing new contracts with local councils and NHS primary care networks. The HR Coordinator will fulfil core central services tasks to ensure the smooth and compliant running of the department.

**Key tasks and responsibilities**

Personal

- Proactively manage your own health, wellbeing and resilience to act as a positive role model to staff and clients.
- Meet, demonstrate and encourage the Involve Values of inclusion, openness, and positivity.

## HR Function

- To implement, oversee and complete all processes relating to the 'employee life cycle' from recruitment to post-employment.
- Ensure processing of employee information in a legally compliant manner using electronic systems.
- Maintain data accuracy within the HR systems ensuring annual leave, sickness and contractual data is up to date, with a view to present data for analysis.
- Using the internal HR system, manage the staff training matrix ensuring necessary requirements of all roles are met.
- Manage the development and issuing of all relevant documents for new and existing employees including offer letters and contracts, ensuring transparency, compliance, and relevance to individual scenarios.
- Assist with payroll preparation and queries within required timelines. Including tracking employee adjustments.
- Support the DBS function and ensure compliance across all document keeping for employees and volunteers and assist with inspections.
- Respond to HR enquiries from Managers and employees, providing advice where necessary.
- Manage the probation and appraisal systems, supporting Managers in delivering effective developmental pathways for employees.
- Manage investigation processes and minute internal HR meetings between employees and Managers.
- Support the Senior Management Team with general HR advice, identifying risks and providing suggestions to mitigate where appropriate.
- Support with additional compliance including Health and Safety, GDPR, NHS Toolkit, ISO9001 and any other external bodies to fulfil contract delivery.
- Ensure all elements of the HR function comply with current legislation and correct practice.

## Recruitment

- Advertise current vacancies through several channels, managing costs and analysing effectiveness.
- Review applications received and respond to initial enquiries from potential candidates.
- Liaise with the Senior Management Team and hiring Managers throughout the selection process.
- Arrange interviews and ensure all participants are provided with details and produce all documentation required.
- Liaise with successful candidates prior to employment and inform unsuccessful candidates of the outcome.
- Ensure recording of all details to demonstrate fair recruitment processes, ensure that records are kept in accordance with the Data Retention Policy.
- Ensure the Equal Opportunities and Diversity policy is always practiced.

## HR Strategy

- Collaborate with Senior Management Team to build an HR development plan for the organisation.
- Review internal processes and recommend improvements.
- Implement strategy within processes and design of HR output to the wider organisation.
- Input to policy reviews ensuring compliance to HR legislation, suitability to the organisation and delivery of strategy.
- Track and report on HR development and contribute to a vision for HR development in the organisation.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Strong organisational skills, including managing a varied workload and the ability to meet strict deadline and targets	X	
Experience of handling, analysing and interpreting data and summarising the results in reports.	X	
Excellent interpersonal and communication skills (written and verbal), when dealing with all levels of staff, management, and external partners.	X	
Excellent IT skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams) and experience with HR systems.	X	
Ability to take accurate notes and minutes of meetings.	X	
Ability to collaborate with colleagues to resolve problems and improve processes	X	
Awareness of Data Protection and confidentiality issues.	X	
Experience of working with databases, including data entry with a high level of accuracy.		X
Knowledge and understanding of different recruitment processes.		X
Knowledge and experience of carrying out DBS checks		X
Have a 'can-do', positive attitude.	X	
Experience of working as part of a wider team and working alone.	X	
Experience of working in a Human Resources team or undertaking HR as part of your role	X	
Knowledge of the services provided by Social Care, Health and Wellbeing.		X
Level 3 HR related qualification or working towards		X