

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>HR Coordinator</b>
<b>Department:</b>	<b>People &amp; Culture</b>
<b>Reports to:</b>	<b>HR Advisor</b>
<b>Location:</b>	<b>Letchworth Garden City</b>
<b>Hours:</b>	<b>37.5 hours per week</b>

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### **Job Summary**

You will be a talented, passionate individual with some knowledge and expertise of working in a similar role. You will bring your strong organisational skills to multitask and prioritise a range of different activities. In this role, no two days are the same and in being part of a small team, you will have the opportunity to work across a range of different HR disciplines.

### **Main Duties and Responsibilities**

- Compile key HR metrics and prepare monthly reports, for the People & Culture Director.
- You will be the HRIS Champion, providing support to Employees, Line Managers and HR team. Supporting with the administration and development of the HRIS system, managing data, workflows and processes.
- To manage the HR Sharepoint page and ensure all Manager and Employees process guides, forms, letters, are up to date.
- Support the team to ensure employee information is accurate, up-to-date and managed in a timely manner.
- Creating and maintaining SOPs for the HR Team.
- Undertake regular audits to ensure GHHC complies to safer recruitment. This includes DBS, NMC and any other relevant governing body checks.
- Work collaboratively and supportively within the HR team as well as other departments to ensure that HR are represented in a professional, agile and pro-active manner. In doing so, you will help HR achieve its objectives.
- Maintain absolute discretion and maturity in handling sensitive/confidential data.
- Promote Equality, Diversity and Inclusion in employment practices and leadership relationships.
- To maintain employee records, and manage documents (ie employment records, on boarding paperwork) and update internal databases accurately
- Manage day-to-day recruitment, and assist the HR administrator when needed for onboarding processes for all new employees
- Create / assist with and issue relevant paperwork for starters, changes, and leavers to include accurate addendum letters and Contracts of Employment



- Provide first line HR support to employees and managers, basic employee relations queries and offering guidance including sickness absence, leave, maternity, paternity, and other employment related matters and escalating more complex employee relations matters as appropriate.
- Accurately record, draft, and finalize meeting minutes for formal HR meetings.
- Keep up to date with employment UK legislation changes.
- Maintain, update all HR letters, HR Forms, and documents.
- Maintain the organizational charts for the company.
- Assist with the preparation of Occupational Health referrals, pre-employment and OH reports.
- Support the delivery of HR projects, providing administrative and coordination support as required.
- Any other reasonable management requests.

### **Confidentiality**

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information regarding agreements with suppliers and information gained about other employees and consultants.

### **General**

This job description is not an exhaustive list of duties, but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

### **Health & Safety**

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- Ensure familiarity with procedures for dealing with incidents such as accidents or fire.
- Attend fire lectures annually and take part in maintaining fire safety within the building.
- To ensure that all events are appropriately risk assessed for the safety of participants, staff, volunteers and the general public.
- Ensure risk assessments are completed efficiently for all activities related to this role.

### **Purpose & core values**

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

## General duties

- To always comply with the Hospice Information security policy. Also, to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practices, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

**"team" refers to all members of staff including volunteers.**

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Good standard of English &amp; maths.</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD level 3 or working towards it.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with HRIS (we use Cascade).</li> <li>• Data Integrity, Metrics &amp; Auditing.</li> <li>• Strong IT skills with Microsoft Office Suite.</li> </ul>	<ul style="list-style-type: none"> <li>• HR or recruitment background.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including the ability to communicate professionally at all levels.</li> <li>• Excellent organisation and time management skills with the ability to work independently and to deadlines.</li> <li>• Ability to work independently, in a fast paced and diverse environment.</li> <li>• Must be a real team player who is able to build positive working relationships quickly with a variety of internal and external stakeholders.</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Must have a flexible ‘can do’ attitude; the drive and enthusiasm to add value to our Community Engagement Team</li> <li>• Must embody the ethos and values of the Garden House Hospice.</li> </ul>	

Shortlisting for all positions will be undertaken on the basis of applicants meeting the requirements listed above. Please note that in order to be offered an interview, the applicant must meet all the essential requirements for the post.