

**JOB DESCRIPTION:**

Position:	Human Resources and Recruitment Administrator – 6 month Fixed Term
Department:	Contract Human Resources
Site:	Hachette UK Distribution (Hely Hutchison Centre)
Hours:	35 hours per week
Reports to:	Human Resources Business Partner
Issued:	January 2019

JOB SUMMARY:

Support two Hachette UK Distribution HR Business Partners and the Internal Recruiter to provide an effective HR and Recruitment service for all current and potential Hachette UK Distribution employees.

RESPONSIBILITIES:

- Effective and prompt administration of all aspects of day-to-day HR and Recruitment documentation.
- Prepare contract change paperwork ensuring the official authorisation process has been adhered to. Advise payroll of all contract changes related to pay and benefits, update HRIS databases and existing spreadsheets as appropriate.
- Communicate effectively with Warehouse Supervisors across both Hachette UK Distribution sites to ensure timely and correct completion of Agency and permanent staff timesheets.
- Support the Internal Recruiter in creating and managing any required reports relating to Agency staff costs including upkeep of existing spreadsheets.
- Assist the Internal Recruiter with the recruitment and on-boarding process including: preparing job descriptions and adverts, advertising vacancies, collating applications, liaising with candidates, arranging interviews, sending out application packs and all associated correspondence and administration such as processing pre-employment medical checks, sending reference requests and preparing offer paperwork and contracts.
- Support the Internal Recruiter in facilitating recruitment assessment days when required.
- Prepare HR induction packs and deliver the induction for all new starters at the Hachette UK Distribution sites. Be responsible for the onboarding process including adding employee data to the HRIS, liaising with payroll and maintaining existing spreadsheets. Ensure that

probation reviews are completed by line managers, raising any concerns with the relevant HR Business Partner.

- Take ownership of Sickness Absence recording. Including the processing of Return To Work forms, maintaining the Bradford Score index and assist with any subsequent follow-up processes. Liaise with Occupational Health and organise the schedule for their monthly visits.
- Ad hoc administration of benefits including pension, cycle to work, long service awards and eye care vouchers.
- Support the performance appraisal and competency framework process.
- Run regular and ad hoc reports from the HRIS as per the requirements of the HR team and wider business.
- Support the HR Business Partners by minute taking during disciplinary, capability, grievance and consultation meetings.
- Manage the HR archiving process and HR e-filing process supporting the drive towards achieving a 'paperless' HR environment.
- Assist with other duties as required e.g. distribution of 'All Staff' emails, hospitality and refreshment arrangements etc.

GENERAL:

- Ensure Quality, Health and Safety and Environmental standards and all related company policies are adhered to, raising any issues to the relevant parties as appropriate.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do.
- Any other duties as may be reasonably requested in line with the job role.

PERSON SPECIFICATION:

Essential Factors	Desirable Factors
<p><u>Knowledge, Experience & Qualifications</u></p> <ul style="list-style-type: none"> • Experience of working in an HR or Recruitment environment • Competent PC user with Microsoft Outlook, Word, Excel and HRIS packages • Knowledge of HR process/systems (e.g. HRIS, time and attendance, recruitment etc.) 	<p><u>Knowledge, Experience & Qualifications</u></p> <ul style="list-style-type: none"> • Level 3 CIPD qualified • Knowledge of employment law and HR practices and best practice • Experience of dealing with a variety of HR-related matters • Awareness of payroll processes • Project Management
<p><u>Skills & Attitudes</u></p> <ul style="list-style-type: none"> • Organised with great attention to detail, able to prioritise and multi-task • Ability to work as part of a busy HR team • Flexible. Able to balance conflicting priorities across multiple sites. • Professional and discrete, able to maintain a high level of confidentiality • Excellent interpersonal, communication and listening skills and able to deal with sensitive HR matters • Positive helpful and approachable, able to inspire confidence and communicate well with staff at all levels 	<p><u>Skills & Attitudes</u></p> <ul style="list-style-type: none"> • Active interest in promoting a great working environment