

JOB DESCRIPTION

Job Title:	HR Assistant
Reporting to:	HR Advisor
Hours of Work:	Monday – Friday 25 hours per week (flexible start and finish times)
Location:	Office based - Banstead Manor Stud, Cheveley, CB8 9RD

JOB PURPOSE

To be the first point of contact for all HR related queries from UK employees.
To provide general HR administrative support to the HR Advisor.

KEY RESPONSIBILITIES

Recruitment, Onboarding & Offboarding

- Support HR Advisor with the recruitment process including liaising with marketing when placing adverts, arranging interviews, interviewing prospective, responding to applicants.
- Raising offers of employment, service occupancy agreements etc and ensure signed copies are held on file.
- Collate and prepare all necessary paperwork for new joiners and leavers including right to work checks, references, collating induction packs etc.
- Update HR systems and property databases as required.
- Set up induction training and probationary reviews as required.
- Carry out induction training for new starters.

Policies & Procedures

- Ensure policies and procedures are issued to employees, signed and records held on file.

Performance Management/Career Development/Training

- Organise annual Performance Development Reviews (PDR's).
- Maintain PDR and training records and update HR system as required.
- Organise training courses and circulate joining instructions.
- Ensure managers are advised when team members require refresher training, arranging bookings, liaising with managers and employees.

Employee Relations

- Support HR Advisor with employee relations issues as required.

Pay & Benefits

- Support HR Advisor with the salary review process.
- Assist HR Advisor and payroll in the administration of company benefit schemes including Private Medical Insurance, PHI and Life Assurance, Auto-Enrolment and Aegon Group Personal Pension scheme, salary sacrifice schemes and long service awards.

HR System Administration (Reporting/Recording)

- First point of contact for employee queries relating to the HR System 'Natural HR'.
- Record sickness/unpaid absence etc.
- Assist with providing accurate reports on benefits, length of service, salary/budgets, absence, total reward statements etc.
- Assist with monthly headcount reports and quarter end organisation charts and reports as required.

Other

- First point of contact for HR related employee queries.
- Support HR Advisor during ad hoc projects, such as employee engagement surveys.
- Support HR Advisor during the budget process.
- Assist with accident investigation and reporting process.
- Company clothing – ordering, issuing and quarterly stock takes.
- Assist HR Advisor and Marketing department with articles for in-house newsletter and the Juddmonte Employee Hub.
- Ensure compliancy with data protection on HR files - archiving, shredding etc.
- Provide weekly lunchtime reception cover and during periods of absence, as required.
- Provide cover for HR Advisor during periods of absence.
- Occasional travel to Estcourt Estate, Gloucestershire with, or in absence of, the HR Advisor.
- Scan/transfer paper employee records onto the computerised HR system.

This description is not exhaustive and is subject to change.

PERSON SPECIFICATION

Essential

- Previous experience of working in the bloodstock industry.
- Previous HR admin experience.
- Competent user of Microsoft Office (Word, Excel, Outlook).
- High level of accuracy and attention to detail.
- Understanding of the need for confidentiality and discretion.
- Sensitivity and objectivity in dealing with confidential issues.
- Self-motivated with the ability to build and maintain effective working relationships.
- Excellent organisational and data entry skills, with the ability to prioritise workload.
- Ability to communicate effectively both verbally and in writing with a wide range of people.
- A flexible approach to tasks.
- Ability to work effectively as part of a team, as well as independently.
- Full driving licence.

Desirable

- Familiarity with using a self-service HR System.
- Experience of using MS Visio and/or SharePoint.
- Willing to undertake CIPD Level 3 qualification.