

nightingale hammerson

The role requires you to thrive under pressure and be able to work to tight deadlines, prioritizing and planning your workload. You'll need a hands-on and can-do attitude and possess great interpersonal and communication skills.

We are recruiting for an HR Coordinator within our care home in South London. This is a full time position offering a salary of £27,000 per annum. As the HR Coordinator you will support our small and busy team the team in delivering a professional and responsive operational Human Resources service across the organisation.

The closing date for applications is **Friday 17 November 2017**.

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JOB DESCRIPTION

Post Title:	HR Coordinator		
Department:	Human Resources		
Full/Part Time:	Full Time	Hours of Work:	37.5 hours per week
Post holder Reports to:	HR Adviser		
Post holder Supervises:	No supervisory responsibility		
Purpose of the Job:			
To assist with the delivery of a highly effective and responsive operational Human Resources service across the organisation - on staffing, terms and conditions, recruitment, policies and procedures.			
Equal Opportunities			
Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.			

Duties and Responsibilities

- Ensure the efficient and effective administration of the HR function, contributing towards continuous improvement of procedures and processes.
- Assist the HR Manager in providing a professional HR advisory service to managers
- Assist with generalist HR matters, including reviewing and developing relevant Policies and Procedures
- Administration and co-ordination of recruitment activity, supporting the process through checking application forms, short listing, interviewing and selecting candidates.
- Give advice on recruitment, training and development, employee terms and conditions and NGH policy and procedures.
- Support employee learning and development programs; co-ordinate and administer learning and development activities
- Update the HR Database as required with training attendance, immigration/visa data and criminal records checks.
- Assist with arranging disciplinary and grievance hearings as necessary.
- Prepare contracts of employment and offer letters.

- Monitor staff records for visa expiry dates, and take necessary steps to ensure staff/managers are notified and ultimately ensure compliance with UK Border Agency requirements.
- Preparing staff handbooks, contracts and other relevant communications and letters and efficient administration of same.
- Liaise with Managers to obtain completed probationary, induction checklists, supervisory and appraisals forms.
- Administration and processing of DBS forms for NGH employees.
- Maintain accurate HR files.
- Maintain and update the HR software system; produce and analyse reports as required
- Assist with the organisation of staff Induction programs.
- Ensure payroll has up-to date relevant information related to starters, leavers, changes of terms and conditions and employees absence.
- Support the HR Manager and team with any ad-hoc projects that may arise and provide reports and information when required
- Participate in employee engagement activities.
- All other responsibilities and duties as may reasonably be expected within the role or required by the HR manager.

To maintain Nightingale Hammerson's values of:

Compassion
Respect
Excellence
Dignity
Integrity

PERSON SPECIFICATION

KNOWLEDGE

- Working knowledge of employment legislation and its application.
- Understanding of employee relations casework issues.

SKILLS and ABILITIES

- Strong IT skills including use of Word, Excel, outlook, PowerPoint and database entry.
- Strong administration skills
- Attention to detail and good analytical skills.
- Strong oral and written communication skills.
- Good interpersonal and customer service skills.
- Ability to use initiative.
- Excellent ICT skills to prepare, analyse and present management information.
- Ability to learn, develop, implement and use new systems.

EXPERIENCE

- Experience of working in a busy Human Resources department.
- Experience of working in a customer focused environment and providing first line HR advice.
- Experience of working accurately to deadlines in a pressurised administrative function.
- Experience of prioritising and organising conflicting workloads.
- Experience of inputting and maintaining electronic data.

PERSONAL QUALITIES

- Can-do attitude
- Reliable, flexible and able to use initiative
- May be required with notice to attend meetings or to work outside of core working hours.
- Commitment to high quality of service delivery.
- Proactive approach.
- Able to maintain confidentiality in all circumstances.

DESIRABLE

- Experience within the care sector
- CIPD Level 5 or equivalent