

Job Description

HR Apprentice

Human Resources

Purpose of the role

- To provide administration support to the Human Resources (HR) department.

Key Accountabilities

Recruitment Administration

- Employee lifecycle administration - offer letters, contracts, referencing, induction paperwork, changes to terms and conditions letters.
- Update and maintain HR Systems.
- New starter administration - create new starter packs, ensure forms are returned, scanned and saved to the relevant personnel file.
- Update and maintain Starter and changes trackers.
- Maintain stocks of HR literature for the new starter packs.
- Support the Talent Manager in sourcing candidates by searching on Reed.
- Coordinate and arrange interviews, either in office or remotely, with both candidates and hiring managers, ensuring room availability.
- Send full interview confirmations and diary invites to both candidates and hiring managers.

Training Administration

- Coordinate induction sessions with relevant managers.
- Coordinate new starters inductions.
- Update and maintain induction matrix.
- Ensure all new starters attend inductions.
- Support the HR Business Partner with company training (including booking training courses, co-ordinating mandatory e-Learning and online courses).

Additional Duties

- Monitor HR email Inbox.
- Raise HR purchase orders.
- Monitoring HR data in line with retention guidelines.
- Review and update company intranet HR page.
- Provide ad-hoc reports for the HR Department.
- Supporting Diversity and Inclusion Lead on monthly initiatives.
- Annual review of HR System data.
- Supporting HR Business Partners in sickness absence administration.

This list is not exhaustive and you may be required to perform other duties from time to time.

Capabilities Profile – Technical Skills/Knowledge

Essential:

- Able to demonstrate a professional approach when communicating with others.
- Takes ownership and accountability to provide a level of service that exceeds customer expectations.
- The will and ability to work collaboratively as part of a team to achieve department and organisational goals.
- Demonstrates a consistently high level of accuracy and attention to detail in all working practices.
- Be able to demonstrate an understanding of the value of continuous improvement and working to improve the quality of practices and processes within the department.
- Understands and demonstrates the requirement for confidentiality.

Desirable:

- Administration experience.
- High level IT skills and in-depth knowledge of Microsoft Office Suite.
- Experience of using HR databases.
- Gain and maintain sound knowledge of company HR policies and procedures.

Additional note:

The successful candidate will be required to complete the following training:

- Business Administration Level 3 Apprenticeship.

Approach and timescale will be discussed once in post.

Reporting line

Reports to: Talent Manager

Key Interfaces:

- Motability Directors.
- Managers and all staff.
- External organisations.
- Recruitment agencies.
- HR suppliers.
- Training providers.

Resources, scale and scope of role, location and any travel factors:

- The role is predominantly based in Harlow, Essex at Motability's offices. Some travel may be required for training and off-site meetings.
- The role consists of a range of diverse activities and the unpredictable nature of the work means that the jobholder must be able to prioritise.
- Jobholder must maintain professional integrity at all times.
- Responsible for security and confidentiality of personal information.
- Job holder is expected to check their own work to ensure standards are maintained.