

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04164

Service Area: HR

Grade: G4

Job Title: HR Coordinator

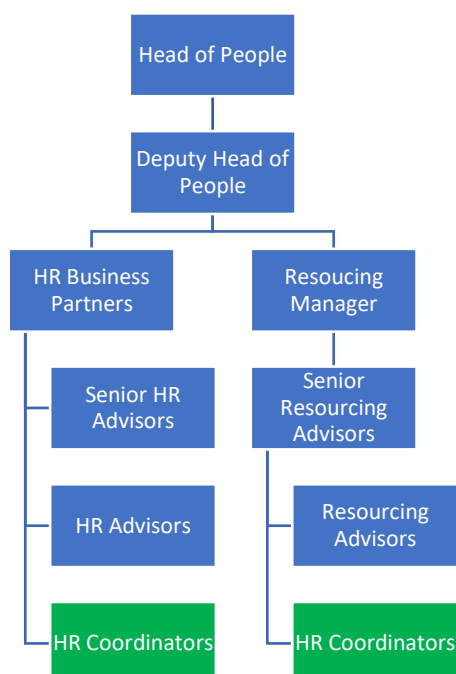
PURPOSE OF JOB:

Working under the guidance of senior staff the post holder will support the HR Operations team to deliver both operational and project work by providing comprehensive administration, research and project management support in an efficient and effective way. The HR Operations team focus on employee relations, resourcing and retention, HR data, rewards, benefits and wellbeing.

The postholder will be required to work within HR Operations with both internal and external stakeholders in order to support in the delivery of the work.

Working closely with the HR Operations Advisors/Managers you may also be involved in dealing with low level HR queries and will be expected to gain an understanding of basic employee relations issues and queries and where to signpost to further information.

TEAM STRUCTURE:



MAIN DUTIES:			
1	Working closely with staff across the HR Operations Service to provide appropriate support and administration to operational work and People Strategy Projects.		
2	Undertaking research on best practice and HR Operation initiatives undertaken locally, regionally and nationally that could be replicated or adapted in LCC, using both anecdotal and published information.		
3	Producing regular reports, data or other supporting information as required.		
4	Support the Advisors in dealing with low level HR queries providing responses in a timely manner via email, phone or in person.		
5	Support in the development and delivery of communications plans to engage the LCC workforce in HR Operations initiatives.		
6	Create and maintain online information and resources on Sharepoint and other platforms.		
7	Develop and maintain strong working relationships with key stakeholders internally and externally to provide clear and consistent advice and ensure collaborative working on joint initiatives.		
8	Working knowledge and understanding of relevant process and systems e.g. Business World, Icasework, Applicant Tracking System, DBS Portal, Occupational Health Portal and Benefits systems.		
PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Educated to GCSE level or equivalent (e.g. Functional Skills tests)	A	X	
Relevant administrative experience	A	X	
Experience of using MS Office packages	A	X	
Experience of working in a team and partnership working	A/I	X	
Experience of meeting objectives and working to deadlines on a range of concurrent initiatives	A/I	X	
Effective organisation and time management skills to manage own workload.	I	X	
Excellent verbal and written communication skills including ability to influence and negotiate.	I/T	X	
Demonstrable problem-solving skills	I	X	
Ability to draft engaging and informative communications for a variety of audiences	I/T	X	
Able to work on own initiative	I	X	
Research skills to identify new initiatives locally and nationally	I	X	

Level 3 CIPD qualified or willing to undertake the qualification	A		X
Experience of working in the public sector	A		X
Experience of working in HR and/or recruitment	A/I		X
Experience of using relevant IT systems e.g. HR & Payroll Systems, Case Management, Benefits Portals, Applicant Tracking System, DBS Systems	A/I		X
Knowledge of current HR issues	I		X
Experience of effective multi agency working to deliver projects	I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.