

JOB DESCRIPTION

Job Title:	Date & Version Control
	Date:
HR & Facilities Co-ordinator	November 2023
Reports to:	Version:
Head of HR	1.0
Direct Reports:	Produced by:
None	Head of HR

Job Purpose & Scope

The HR & Facilities Co-ordinator will work across both teams to support key processes and activities. The role will work with managers from across the Society to support recruitment and onboarding processes, and on wider HR activity. The role will also play a key part in supporting our health and safety compliance and wider Facilities activity.

Duties and Key Responsibilities

HR Administration

- Have day to day responsibility for all recruitment and onboarding processes.
- Contribute to process and system improvement for all relevant HR activity.
- Analyse data relating to key people metrics e.g absence, staff demographics.
- Maintain records in line with data retention legislation.
- Lead the organisation of our work experience programme to provide fulfilling placements for local students.

Facilities Administration

- Ensure compliance with legislative documentation e.g. waste management, TV licencing, asbestos register, legionella reports, annual building maintenance plans.
- Collating and reviewing invoices for Facilities related activity.
- Liaising with relevant contractors for works and annual inspections to the Society premises as required.
- Contribute to any actions relating to improving the environmental efficiency of the Society's premises.
- Purchasing new equipment relating to the Facilities as required.
- Support the preparation of committee documentation relating to health and safety.

Wider Team Activity

- Support the teams to deliver any key projects or strategies.
- Act as an ambassador for the Society at local events such as careers and recruitment fairs
- Undertake any other duties that are in line with the general responsibilities of the post.

Conduct Rules

All employees are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity
- You must act with due skill, care and diligence
- You must be open and co-operative with the FCA, the PRA and other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct
- You must act to deliver good outcomes for retail customers

Financial Crime

All employees are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society’s Anti-Money Laundering systems and controls and follow the Society’s procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not ‘tip off’ a customer or prejudice an investigation

Person Specification - HR & Facilities Co-ordinator

Qualifications & Knowledge	<ul style="list-style-type: none"> • Knowledge of the legislative requirements within a recruitment and onboarding process. • Knowledge of health and safety requirements within an office based workplace.
Experience	<ul style="list-style-type: none"> • Experience of working in an administrative role, preferably within a HR or Facilities team. • Experience of working with third party contractors or organisations to achieve effective outcomes.
Skills & Abilities	<ul style="list-style-type: none"> • Proficient use of Microsoft Office – Excel, Word, Outlook, PowerPoint is essential. Experience of using Microsoft Forms is a bonus. • Ability to work effectively as part of a team or on own initiative • Able to demonstrate clear, easy to understand and effective communication skills with a range of stakeholders. • Proven ability to facilitate, persuade, influence and build credibility. • Accuracy and attention to detail • Organised and able to prioritise conflicting demands, weighing up all the risks • Driven to provide a high quality and professional service.
Other Requirements	<ul style="list-style-type: none"> • Positive and proactive approach • Travel to other business locations when required