

Job title	People Apprentice
Team	People, Communications & Sustainability
Reports to	Head of People
Location	Shoreham Port Estate
Remote Working	Category B

Role Summary

This Apprenticeship will support all administrative tasks in the people lifecycle for Shoreham Port including recruitment, absence management, disciplinary and performance with the opportunity to undertake ad-hoc project work.

Key tasks and responsibilities

- Passionate about the delivery of a first-class people service ensuring that colleague queries receive an acknowledgement in a timely manner before signposting to either the People Coordinator or Head of People.
- Assist with coordinating recruitment activities including placing of recruitment adverts and candidate management including processing applications, and arranging interviews and declines.
- Assist with the onboarding of new recruits including the use of the Port’s digital onboarding system
- Under the guidance of both the Payroll Lead and People Coordinator, support the monthly payroll process.
- Assist with the monitoring of the probationary process and raise concerns to the Head of People as appropriate.
- Assist with all aspects of the leaver process ensuring all internal Teams are notified.
- Assist with exit interviews and where appropriate, escalating concerns to the Head of People.
- Assist with the accurate and timely management of the HR system and workflow.
- Assist with the organization and delivery of career events as required
- Provide administrative support to line managers in formal meetings such as sickness absence, disciplinary and grievance, capability, and performance.
- The opportunity to be involved with exciting ad-hoc people projects
- Adhere to company safety policies.
- Any other duties as directed.

Key skills/Person specification

- An ability to maintain confidentiality and act with discretion and diplomacy is crucial.
- A desire and commitment to achieve CIPD Level 3.
- The ability to recognize that everyone’s role is important and the contribution they make to the Shoreham Port Team.
- A desire to provide all colleagues with a first-class People service
- Inquisitive – wanting to learn about the Port’s business interest and how the People team can support them
- An interest in problem solving and where possible the use of technology as a solution
- Sound communication skills – written and verbal.
- Exceptional organisational skills.
- Experienced in using IT systems, Word and Excel.

All Home Safe and Well Daily

- Highlight unsafe behaviours and conditions to ensure we **all go home safe and well daily**.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in your team, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.

Our Values

