

<b>Job title</b>	People Coordinator
<b>Department</b>	People, Communications & Sustainability
<b>Reports to</b>	People Manager
<b>Location</b>	Shoreham Port with working remotely option

### **Role Summary**

Responsible for all administrative support in the people lifecycle for Shoreham Port as well as providing first-line advice in matters relating to 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.
- Responsible for coordinating recruitment activities including running recruitment campaigns, the recruitment authorisation process, writing advertisements, and sourcing and placing of recruitment adverts.
- Under the guidance of the People Manager, liaison with temping and recruitment agencies where required.
- Responsible for candidate management including processing applications, telephone screening, short-listing, and arranging interviews and declines.
- Onboarding of new recruits including the production and distribution of all new hire documentation including referencing, Occupational Health assessments and public verification checks.
- Ensuring compliance for Right to Work checks and referencing.
- Working with payroll to ensure that all new hires are loaded onto the relevant systems to meet payroll deadlines.
- Arrange and provide support with the induction process.
- Monitor the probationary process and raise concerns to the People Manager as appropriate.
- Manage of all aspects of the leaver process including the distribution of P45s and final salary slips.
- Arranging exit interviews and where appropriate, escalating concerns to People Manager.
- Responsible for the accurate and timely management of the HR system and workflow.
- Support the organising and delivery of training as required.
- Support any work experience or intern commitments that are in place.
- The provision of first-line people advice and all people administrative tasks.
- 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 which will include diversity and inclusion.
- 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.

- CIPD Level 3 is an essential requirement for this role.
- Can demonstrate a sound knowledge of employment law (Level 3).
- Proven customer service/stakeholder experience.
- Experience of working in a People support role including administration where attention to detail is key.
- Sound communication skills – written and verbal.
- Exceptional organisational skills.
- Experienced in using IT systems, Word and Excel.
- Ability to work at a fast pace and manage high volumes of work.

#### Our values

