

## ART FUND

### JOB DESCRIPTION

<b>Job Title</b>	HR Project Coordinator
<b>Department</b>	Finance and Resources
<b>Reports to</b>	HR Consultant
<b>Contract length</b>	Fixed Term – 12 months
<b>Purpose of Role</b>	
Working the HRC you will provide a professional, confidential and administrative /advisory service to Managers and Employees.	
<b>Key Accountabilities</b>	
<b>Recruitment</b> <ul style="list-style-type: none"><li>• Act as the first point of contact for recruitment and work with managers to consider and identify the most appropriate forum for advertising vacancies.</li><li>• Advise managers on recruitment process/ best practice, coordinate candidate response and invite candidates to interview.</li><li>• With guidance from the HRC, negotiate rates and agreements with recruitment / advertising agencies to ensure good service and value for money.</li><li>• Maintain HR recruitment records and update the HRC and recruiting managers as required.</li></ul>	
<b>On Boarding Process</b> <ul style="list-style-type: none"><li>• Follow up pre-employment checks including reference requests and right to work documentation.</li><li>• Prepare offer letters and contracts of employment.</li><li>• To facilitate new starter inductions as required.</li></ul>	
<b>Leavers process</b> <ul style="list-style-type: none"><li>• Coordinate leavers process, prepare letters, update payroll and coordinate exit process.</li><li>• Manage exit data and collate information for analysis as required.</li></ul>	
<b>Performance and Development Reviews</b> <ul style="list-style-type: none"><li>• Monitor the completion of Performance and Development Reviews.</li></ul>	
<b>Learning and Development</b> <ul style="list-style-type: none"><li>• Support the HRC to conduct a Training Needs Analysis (TNA) following performance appraisals.</li><li>• Research and asses potential external training and development opportunities to meet TNA requirements.</li><li>• Attend internal and external training forums as required</li><li>• Liase with staff and training providers to coordinate staff attendance on external and internal courses.</li><li>• Take a proactive approach to initiate and assist in setting up a programme of lunch and learns.</li></ul>	
<b>HR Administration</b> <ul style="list-style-type: none"><li>• Support the HRC to ensure monthly payroll changes are prepared accurately and comprehensively within agreed timescales.</li><li>• Continually monitor employment terms to ensure managers and staff are informed of end of fixed term contracts and any other contractual changes.</li></ul>	

- Track probation review and annual appraisal deadlines and liaise with managers to ensure timely completion and documentation is received and filed as required.
- Ensure all leavers and changes to staff contracts are processed in line with relevant HR checklist.
- Act as first point of contact for general internal and external HR queries, including reference requests, escalating to HRC as required.
- Take minutes for HR meetings as and when required and ensure they are completed and circulated in a timely and accurate manner.
- Maintain staff electronic and paper records and utilise PeopleHR accordingly, inclusive of monitoring staff absence and maintain annual leave calculations.
- Provide administrative support to the HRC as required to ensure the smooth running of the HR function.

#### HRIS

- Responsible for the HRIS system ensuring accurate/up-to-date record maintenance.
- Produce routine and ad hoc reports as required.
- Creating and maintaining HRIS dashboards.

#### Projects

- Take a proactive approach in leading and supporting Organisational / HR projects.
- Champion and support Art Fund's Diversity and Equality strategy.
- Coordinate the annual pay review and related administration as required.
- Continually review the HR intranet, initiating improvements where required.
- Monitor and evaluate current policies, procedures and processes to ensure that they are fit for purpose.
- To be aware of changes to Best Practice and Employment legislation and support the HRC on implementation as required.

#### Other Activities, Duties and Responsibilities

- To actively participate in the wider life of the Art Fund.
- Maintain a high level of confidence and professional discretion.
- Work within the guidelines and policies as set out in the organisation employee.
- To undertake other duties as requested by the Art Fund from time to time.

#### Reporting Lines

Reports to the HR Consultant

#### Other key relationships

All managers and staff

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>We are looking for a team player who will enjoy working in our busy office environment. Foundation Certificate CIPD qualification, equivalent or equivalent experience in a fast-paced role at a similar level.</p> <p>Educated to a A level standard (or equivalent) which sufficiently demonstrates the written and numeric skills required.</p>	<p>Degree in HR Management or CIPD Qualified.</p>
<b>Knowledge</b>	<p>Knowledge of HR processes or willingness to learn.</p>	<p>Foundation level knowledge of employment law.</p>
<b>Skills/Abilities/Competencies</b>	<p>Strong administrative skills, with ability to manage a varied workload and maintain excellent attention to detail.</p> <p>Comparable experience at a similar level.</p> <p>Excellent communication skills, with an ability to analyse and present information clearly and accurately.</p> <p>Flexibility and the ability to establish personal priorities.</p> <p>Demonstrable experience of IT packages, including MS Office suite and Adobe Acrobat.</p> <p>Strong PC skills including the ability to troubleshoot common problems.</p> <p>Experience of working in a fast-paced environment. Ability to work under pressure and to deadlines.</p>	<p>Experience of using HR related databases.</p>
<b>Experience</b>	<p>Demonstrable experience of work in an administrative role or office environment.</p>	<p>Demonstrable experience of working in an HR or office administrator role at a similar level or an interest to build knowledge in this area.</p>
<b>Personal Attributes</b>	<p>A team player with excellent interpersonal skills, able to develop good relationships and communicate diplomatically and effectively at all levels, both</p>	

	<p>internally and with external contacts.</p> <p>Ability to take initiative and have an independent approach to problem-solving.</p>	
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