

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE PROFILE** | | | |
| Job title | **People Administrator** | Date | May 2019 |
| Business | Walkers Deli & Sausage Co. | | |
| Department | People Team | | |
| Working Hours | Monday – Friday 8.30am – 5.00pm | | |
| Location | Walkers Deli & Sausage Co. 78-88 Cobden Street, Leicester, LE1 2LB | | |
| **ROLE SUMMARY** | | | |
| Reporting to the People Partners, you will provide an outstanding service and administrative support to the business and People Team. You will be the first point of contact for people queries and manage all administrative aspects of the employee life cycle. | | | |
|  | | | |
| Reports to | People Partner | | |
| Direct & indirect reports | None | | |
| Key internal stakeholders | Directors and Senior Leaders, Managers, Employees, People Team community | | |
| Key external stakeholders | Temp Agency, Retailers and Audit Bodies, Suppliers and Service Providers | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * Provide comprehensive and highly accurate administrative support to the wider People team, being responsible for overseeing the entire employee lifecycle. * Manage the new starter, leaver and change to T&C’s processes. * Provide support around all types of leave (maternity/paternity, flexible working, sickness and absence cases). * Ensure the organisation chart is updated accurately each month to reflect any changes. * Ensure that the people administration processes are accurate, efficient and effective and accurate. * Support with the recruitment process for all employees, including issuing contracts * Ensure that people systems, information and data are accurate, up to date, and managed and held in a format which follows current legislation (e.g. GDPR) and customer standards / codes of practice. * Ensure accurate and compliant filing and storage of employee and HR documentation * As appropriate, be responsible for any other tasks, projects, duties and work streams which contribute to the success of the Personnel team in supporting the business in day to day people management activity and in delivering on the objectives of the agreed annual strategic People plan. | | | |
| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** | | | |
| * Experience of working in FMCG is desirable * Proven experience in a similar role with knowledge of HR * Must have experience in administration in a busy environment including producing letters and maintaining comprehensive records * People HR system experience is desirable * CIPD Level 3 or working towards * Patient and able to work calmly under pressure * Adaptable and resilient * Able to build effective relationships at all levels of the business * A positive, proactive & can do attitude * Must be able to maintain confidentiality, integrity and trust | | | |
| **CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** | | | |
| **Competency** | **Descriptors** | | |
| Value People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. | | |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success. | | |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism. | | |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in work environment, for example as a result of changing customer needs. | | |
| Initiative & Taking Ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism. | | |
| People Management | The ability to understand people and their motivations, build good relationships with them and help them unlock their potential | | |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. | | |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. | | |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. | | |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. | | |