



February 2012

Dear Applicant

Post Title	HR Co-ordinator (Temporary Maternity Cover – up to 1 year)	Hours Per Week	36.25
Company	Longhurst Group	Location	Friendship Offices – Bedworth

Thank you for your interest in the vacancy above, should you wish to apply please complete our application form. You can download an application form from our website and post to the address on the application or email to apply@longhurst-group.org.uk

Please do not submit your CV as this will be removed prior to short listing and not taken into consideration.

Please refer to the Job description and Person specification for details about this particular vacancy. Further information about working for the Longhurst Group of Companies can be found within this pack or on our website: www.longhurst-group.org.uk

Please note that **Interviews for this post will be held on Tuesday 28th February 2012**

If you are successful in being selected for interview, we will write to you to confirm the time and location of your interview. Due to the high volume of applications we receive, we are unable to interview everyone who applies for employment within the Group.

If you do not receive a response to your application, you can assume that your application has been unsuccessful. It is the organisation's policy not to confirm receipt of application forms or non-selection for interview.

If you feel you have the qualities and attributes we are looking for with this vacancy, please return your application as soon as possible.

The closing date for this vacancy is Friday 17th February at Noon.

If you have any questions about our recruitment process, please contact a member of the HR team on 01205 319 623.

Yours sincerely

Human Resources

Longhurst Group



Additional Information

Equal Opportunities

The Longhurst Group is an equal opportunities employer and it is the policy of the Group to provide equality of opportunity to all, regardless of sex, sexual orientation, race, colour, national or ethnic origin, religious belief, marital status/civil partnership, disability or age.

Information you supply to us on these issues will be treated as confidential and used for statistical purposes only.

Data Protection Act 1988

In relation to the Data Protection Act 1988, we ask you to provide certain personal data on the application form. This information is used for statistical purposes only, in relation to equal opportunity monitoring, best practice and the law. Longhurst Group conforms to requirements under the Data Protection Act and all unsuccessful applications are confidentially stored and destroyed after 6 months.

Pre Employment Checks

In accordance with our recruitment policy, the successful applicant will be offered the position, subject to satisfactory employment references and may be subject to Criminal Records Bureau (CRB) clearance.

Recruitment and Rehabilitation of Ex-Offenders

A request for standard/enhanced disclosure of information from the Criminal Records Bureau (CRB) may be made. Please note: the disclosure will list both spent and unspent convictions.

Longhurst Group adhere to the Criminal Records Bureau's Code of Practice and, as such, a criminal record will not necessarily be a bar to obtaining employment. A copy of the Code of Practice and our Policy is available upon request. Alternatively further information about the Disclosure Scheme can be found on www.disclosure.gov.uk.

Applicants with Disabilities

Longhurst Group is committed to the employment of disabled people. We will offer an interview to anyone with a disability whose application meets the minimum criteria for the job.

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

If you are selected for interview, you should inform us if you have any particular requirements for interview or selection test, such as building access.





APPOINTMENT OF: HUMAN RESOURCES CO-ORDINATOR

(Temporary Maternity Cover – up to 1 Year)

TERMS AND CONDITIONS OF SERVICE

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1. The annual salary will be up to: £17,510.85 pa (starting salary subject to qualifications / experience) payable monthly on or immediately prior to the 25th of each month direct into your bank account.
 2. Salaries are reviewed in April of each year.
 3. The post-holder will be required to work **36.25 hours per week**.
 4. Annual leave **25 days** and 3 Concessionary days per annum plus statutory bank holiday, increases to 30 days after 5 years' and 10 year's service up to **31 days**. Please note this entitlement would be pro-rotta if working part-time hours.
 5. Where appropriate appointments are subject to an appropriate level of criminal records bureau disclosure and the receipt of 2 references which the organisation deems satisfactory, and a 6-months' probationary period, during which you will be expected to demonstrate your suitability for the post.
 6. Membership of a contributory pension scheme is offered to all staff. Details of which will be supplied on appointment.
 7. Longhurst Group of Companies operate an 'occupational sick' pay scheme, which applies to employees following completion of their 6-month probationary period of service.
 8. One months notice of termination of employment by the postholder.

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JOB DESCRIPTION

1.0	JOB TITLE	HUMAN RESOURCES COORDINATOR
2.0	DEPARTMENT	HUMAN RESOURCES
3.0	REPORTS TO	HUMAN RESOURCES ADVISOR
4.0	LOCATION	AS SPECIFIED ON THE CONTRACT OF EMPLOYMENT

5.0 **JOB SUMMARY**

- The post is within the HR Department working as part of the HR Coordinator Team
- The work encompasses all aspects of Human Resources, including HR and Recruitment Administration and first level HR advice.
- This is a key post providing a high quality, proactive HR service throughout the Longhurst Group of Companies.
- The post holder will be expected to provide cover for colleagues during periods of absence.

6.0 **RESPONSIBILITIES**

- Provide customer focused first level HR and recruitment advice to line managers, employees and external stakeholders.
- To carry out day-to-day Human Resources administration
- Data input into the CHRIS 21 software; including new starters, leavers and other information as required
- Preparation of schedules for payroll for any relevant new starters, changes and leavers.
- To ensure all company establishment tables are maintained effectively
- To prepare and produce draft contracts of employment and changes in terms and conditions for all employees for checking by the HR Advisor/Manager.
- To monitor probation periods and fixed term/temporary contracts and notify line managers of expiry dates.
- Ensure that standard department reports are downloaded on a monthly basis from the HR system including; starters, leavers, contracts, references, sickness, probation and CRBs.
- To record, calculate and monitor sickness absence, annual leave and other absences for all employees.
- Production of confidential documentation, photocopying and typing as required
- To make the necessary arrangements for staff Criminal Records Bureau checks, including the monitoring of receipt, and act as a counter signature (where applicable)
- To provide a full recruitment service in line with the Recruitment Policy and department procedures.

- To liaise with line managers in conjunction with HR Advisors to provide advice on recruitment and selection processes and ensuring that policy is adhered to.
- To provide managers with draft job adverts, job descriptions and person specifications.
- Uploading of job vacancies to Longhurst Group website and liaison with TMP to advertise in local press.
- Ensure that all recruitment and selection documentation is completed and stored correctly
- To retrieve job applicant details from the Longhurst Group website and 24-Hour recruitment line and ensure job packs are issued.
- To produce and distribute all recruitment correspondence, including invitations, regret letters and confirmation letters.
- To liaise with line managers and HR Advisors to arrange interview dates. In cases where the line manager is experienced in recruitment, the aim is for HR to gradually withdraw from selection processes.
- Produce interview schedules and ensure the interview panel have the necessary documentation.
- To ensure that interview panels are made aware of any applicants with disabilities
- To maintain equal opportunities logs to include protected characteristic information for the production of PI reports and Equal Opportunities monitoring.
- To undertake all other duties within the grade of the post as required by the HR Advisor and HR Manager.

7.0 GENERAL REQUIREMENTS

- The post-holder should be familiar with their Health and Safety duties set out in the Company Health and Safety Policy. The post-holder will always work in as safe manner and report any unsafe acts or conditions to a member of management.
- The post holder must demonstrate a clear commitment to the:
 - Values of social inclusion, equality and diversity;
 - Development and delivery of customers centered services; and comply with the Group's policies and procedures regarding the above.

This job description sets out the duties of the post at the time it was drawn up. From time to time job descriptions may be revised within the remit of the role and any revision does not automatically justify a regrading of the post.

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JOB & PERSON SPECIFICATION

POSITION TITLE: HR COORDINATOR (Temporary Maternity Cover)	Essential	Desirable	METHOD OF ASSESSMENT		
			App Form	Interview	Assessment
QUALIFICATIONS					
Certificate in Personnel Practice		✓	✓		
GCSE at Grade C for Mathematics and English or equivalent	✓		✓		✓
KNOWLEDGE/ EXPERIENCE					
Previous Human Resources Experience	✓		✓	✓	✓
Experience of General Administration	✓		✓	✓	
Knowledge and experience of Recruitment administration	✓		✓	✓	
Awareness of Employment Legislation		✓	✓	✓	✓
Previous Customer Service Delivery	✓		✓	✓	
SKILLS					
IT Software – including Microsoft Outlook, Word and Excel	✓		✓	✓	✓
Effective verbal and written communication skills	✓		✓	✓	✓
The ability to provide first level HR and Recruitment Advice to line managers, employees and external stakeholders	✓		✓	✓	
Ability to compose letters, take and draft minutes	✓		✓	✓	✓
Professional Telephone Manner	✓		✓	✓	✓
Excellent organisational and time management skills	✓		✓	✓	
Use own initiative proactively	✓		✓	✓	
GENERAL					
Commitment to continuous improvement	✓		✓	✓	
Commitment to equal opportunities	✓		✓	✓	
Dedication to Team Working	✓		✓	✓	
'Can do' attitude	✓		✓	✓	
Commitment to Customer Service Excellence	✓		✓	✓	