

JOB PROFILE

HR COORDINATOR



Hours per week: 37.5

Reporting Accountability: HR Manager in the first instance followed by the Information & Business Services Director

Salary Banding: £25,000.00 - £34,000.00

The HR Coordinator is responsible for supporting the Business Services Department by supporting the HR Senior Advisor in the delivery of a robust HR function, including supporting the WANO Shanghai Office where necessary. This would be achieved by providing employee support whilst maintaining legal compliance and operating in line with industry best practices.

Main Responsibilities

Assist the HR function to run efficiently ensuring a high standard of customer service is delivered – this would be achieved by:

- Supporting the recruitment and selection process for all permanent and seconded staff, including creating job profiles, advertising vacancies, managing the shortlisting process, drafting contracts, on boarding and induction
- Monitoring the HR mailboxes and responding to queries as required
- Supporting the on and off boarding processes, including keeping materials updated and relevant, conducting exit interviews and creating secondment reports
- Being the primary contact for seconded staff, including supporting secondees and their families throughout their relocation
- Managing the overseas family support programme
- Creating a monthly staff newsletter
- Maintaining the Staff Help Pages, ensuring content is accurate and relevant
- Maintaining the relevant HR pages of the Member Website
- Assisting with the office wide learning & development
- Supporting with Health & safety requirements to ensure compliance with legislation
- Ensuring compliance with data protection
- Developing campaigns and initiatives, including wellbeing as required
- Drafting routine correspondence as required

- Maintaining personnel files and the HRIS
- Supporting the implementation of the HR business plan

The above list of responsibilities is not exhaustive and WANO reserves the right to amend the post holder's responsibilities from time to time to support business needs.

Personal Characteristics

Essential

- Excellent inter-personal (relationship) skills with a proven ability to communicate with peers at all levels
- A proven ability to work effectively with people from international cultures and backgrounds
- A strong commitment to WANO's mission
- High level of customer service, interpersonal, and follow-up skills
- The ability to influence stakeholders at all levels
- Conscientious with a focus on accuracy and attention to detail. Have a proactive and flexible approach
- Willingness to learn/develop new skills
- Ability to self-manage, organise, and prioritise tasks and work under pressure.
- Ability to demonstrate the WANO London Office Behaviours (page 4)

Qualifications

Essential

- Educated up to GCSE Level or equivalent
- Excellent command of the English language, both verbally and written. As a minimum, certified English skills at C1 level of the Common European Framework of Reference for Languages (or equivalent) are required

Desirable

- English skills at C2 level of the European Framework for Languages (or equivalent)
- CIPD qualified
- Holds Microsoft Office Specialist certifications

Experience

Essential

- Experience working in a generalist HR role
- Up to date knowledge of UK employment law
- Demonstrable experience in recruitment and selection processes
- Experience of Microsoft packages

Desirable

- Experience with relocation of workers to and from UK
- Basic understanding of UK requirements for work permits and visas, tax requirement, and benefits
- Bilingual

Development Opportunities

After demonstrating a solid ability to deliver the role of a HR Coordinator there are a number of development opportunities available to you such as moving into a HR Advisor role.

