

DAY IN THE LIFE OF; HUMAN RESOURCES GRADUATE

Day in the life of a Human Resources Graduate.

Veezu is a rapidly growing, fast paced, and dynamic environment. This role is ideal for an ambitious graduate who can hit the ground running. You will have the ability to deliver on several tasks simultaneously and cope with changing priorities whilst having an enthusiastic “can do” attitude. Supporting the HR Team, you will be assisting with all elements of employee relations, HR projects and getting involved with business compliance.

What you can expect in the role.

RESPONSIBILITIES (HUMAN RESOURCES ADMINISTRATION)

- Support with employee relations matters where required such as taking meeting minutes, arranging meetings, preparing related correspondence.
- Coordinating with other departments and functions educational and training programs.
- Review our policies and continually update them where and when relevant, to ensure these are in line with the most relevant legislation and best practice methods.
- Ensuring all employee records are maintained on our Time & Attendance (T&A) and that administration is completed, including holiday entitlements.
- Ensuring that frequent reports are drawn from T&A to enable assistance and support to the HR Advisors when dealing with case work management.
- Produce, monitor and analyse key HR data reports from excel and the headcount report, to give rise to case management statistics, leavers and absence trends and HR cost analysis.
- Continually monitoring and revising HR trackers, systems & organisational charts to ensure information is always correct and up to date.
- Creating and distributing employee engagement initiatives across the Group.
- Tracking employee engagement via monthly surveys and reporting on employee engagement to include e.g. reasons for leaving the business, dissatisfaction, etc.
- Responsible for the HR management of the employee life cycle, including coordinating the probationary review process for all new starters, completing exit interviews, and ensuring leavers are processed in an efficient and appropriate manner.
- Organise diaries, schedule meetings and respond to telephone queries in a timely manner.

RECRUITMENT AND ONBOARDING

- Arranging and conducting interviews with management across the Group and liaising with third party providers and agencies.
- Ensuring a job requisitions form is completed by the hiring manager prior to commencing the recruitment process, accompanied by a Job Description / DILO.
- Being the point of contact for all candidates for recruitment across the Group.
- Responsible for administering all pre-employment screening for new starters and annual employment screening for employees.
- Creating and processing all new starter documentation including offer letters and Contracts of Employment, distributing these to new starters in an efficient manner.
- Conducting ‘Welcome to Veezu’ induction for new starters with the business and ensuring that all training / health and safety modules have been completed within week 1 of employment and signed off using the relevant form.
- Liaising with external agencies / suppliers and providers and being the first point of contact to address / resolve any issues that arise.

- Supporting the team to ensure the candidate experience is memorable, efficient and streamlined.
- Attending recruitment events when necessary.
- Ensuring that employees have an 'Amazing Journey' from their first day of employment with Veezu.
- Responsible for DBS checks for employees across the Group.
- Ensuring all recruitment invoices are processed accordingly and reporting on recruitment spend each month.

PAYROLL

- Maintaining a close relationship with payroll and ensuring all information feeding into payroll is accurate and up to date.
- Processing the administration of weekly Agency Payroll, if and when necessary.
- Work closely with payroll to ensure that any queries are answered in a timely manner.
- Ensuring all employee records and HR systems are maintained, accurate and up to date.
- Processing employer references, including letting & mortgage references.
- Work closely with payroll to support with the payroll administration of business acquisitions, collating financial information, as necessary.

PROJECTS

- Providing support to the HR Manager during business acquisitions to include the development and completion of all Employee Liability Information and HR due diligence.
- Ensuring that all relevant system set up and the correct employee on-boarding steps are taken with any business acquisitions.
- Ensuring the appropriate paperwork is printed and prepared for consultations for any major projects or acquisition projects.
- Supporting with note and minute taking during consultations for any large projects across the business.
- Providing administrative support and assistance to the HR Team during any restructures or transformational change projects across the group as necessary.

EMPLOYEE RELATIONS & CASE MANAGEMENT SUPPORT

- Continually monitoring the HR inbox and direct emails to the relevant person within the HR Team.
- Ensure that any employee queries, issues or concerns are fed back to the HR Advisor in a timely manner and that any enquiry is actioned accordingly.
- Assisting the HR Advisor with the case management processes, including coordinating occupational health referrals and other employee meetings.
- Responsible for maintaining the relationship with our external occupational health provider and arranging consultations to take place.
- Responsible for all maternity & paternity related communication including the coordination of KIT days and developing a streamlined maternity / paternity process across the Group.
- Diarising meetings with managers and the HR Team.
- Creating and distributing HR documentation for meetings.
- Tracking budget spend for Occupational Health consultations.

ADDITIONAL DUTIES

- Follow information security policies and procedures.

- Keep informed of legislative changes that may impact Human Resources and the wider business.

ISO27001 COMPLIANCE

- Ensure that all information is safeguarded at all times, in line with the General Data Protection Regulation (GDPR).
- Be committed to maintaining our ISO27001 certification and set high standards for Information Security compliance.
- Maintain information security to a recognised required standard in line with business needs.

| Our expectations of you. | Our Values. |
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| <p>Competent use of the full Microsoft Suite; Word, Excel and PowerPoint</p> <p>Excellent verbal and written communication skills</p> <p>Exceptional organisation and research skills</p> <p>Excellent communication skills and attention to detail</p> <p>Strong administration skills</p> <p>Ability to support employee confidentiality</p> <p>Strong analytical skills</p> <p>Ability to work as part of a team</p> | <p>You embrace and embody our values by using them to guide your decisions and actions every day.</p> <p>You are bold. You think differently.</p> <p>You make it simple.</p> <p>You do the right thing.</p> <p>Together we create amazing journeys.</p> |