

## HR Administrator

### Part Time, Permanent

**£20,000 p.a. pro rata (25 hours per week)**

An exciting opportunity has arisen for a motivated part time HR Administrator to join the HR Team at Cotteswold Dairy. Established in 1938, Cotteswold has a successful history spanning over 80 years and is now the largest independent family owned Dairy in the UK.

As part of a small HR team responsible for supporting approximately 350 employees, you will be part of an ever changing and fast paced environment.

Day to day, your role will include:

- Responding to first line queries
- Administration for the department
- Managing all aspects of the recruitment process
- Supporting Managers by taking minutes for employee relations issues, including; investigations, disciplinaries, grievances, sickness absence and performance management

We are looking for someone with a solid grounding in HR and recruitment, ideally qualified to CIPD level 3, who is proactive and ready to embrace a new challenge. You will have excellent organisational and time management skills, coupled with strong problem solving skills and an eye for detail.

Ideally the role will be 5 hours a day, Monday to Friday, however there may be flexibility in the days worked to meet 25 hours for the right candidate.

In the role you will be supported and encouraged to maintain your professional development, with training and development opportunities, in addition to a range of benefits including:

- Online employee benefits platform
- 30 days holiday inclusive of Bank Holidays (pro rata)
- Group Personal Pension Scheme – 4% Employer contribution
- On-site tuck shop – which donates the proceeds to charity!
- Cycle to Work Scheme
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Free car parking

If you have a passion for delivering an excellent people service, and feel you meet the criteria on the accompanying Job Description we want to hear from you!

For an informal discussion about the role, please contact Michelle Allen, HR Manager or Louise Woodward, Director on 01684 298959.

To find out more or to apply please email [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk).

**Closing Date: 16<sup>th</sup> June 2019**

<b>Job Title:</b>	HR Administrator
<b>Department:</b>	Human Resources
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	<b>Part Time</b> <b>25 hours per week</b>
<b>Relationships:</b>	All Departments, Managers, Employees, Candidates
<b>Responsible to:</b>	HR Manager
<b>Responsible for:</b>	None

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## **JOB DESCRIPTION**

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### **Team Cotteswold:**

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### **The Team Cotteswold Vision:**

A well-managed business, with controlled profitable growth, that has an excellent reputation and is recognised as a place of opportunity where people are motivated to work.

### **Overview:**

To assist in the delivery of an effective HR service, through the provision of responsive administration activities including acting as first point of contact within HR.

### **Main Duties & Responsibilities:**

- Managing all aspects of the recruitment process, from placing adverts to arranging interviews, producing offer packs, obtaining references and collecting proof of right to work
- Providing administrative support in relation to all HR activities
- Answering first line queries
- Supporting Managers by taking minutes relating to employee relations issues, including; investigations, disciplinaries, grievances, sickness absence & performance management
- Maintaining the HR database and producing reports, to ensure personnel information is kept updated
- Promoting and administering employee benefits

**Skills and attributes:****Essential:**

- CIPD Level 3 in HR Practice (formerly Certificate in Personnel Practice) or demonstrable HR experience, with the primary responsibility for recruitment and administration
- Possess excellent communication and interpersonal skills, with the ability to liaise with people at all levels (including senior managers)
- Excellent organisational skills with the ability to prioritise a busy workload and work to tight deadlines
- A self-starter with the ability to use own initiative and adopt a pro-active approach
- Competent with Word and Excel packages.
- Ability to work as part of a team, sharing ideas and clear communication
- Committed to providing excellent customer service
- Driven and committed to own personal development

**Desirable:**

- CIPD Level 5 qualified
- Possess up-to-date Employment Law knowledge