

**GOODWOOD**

**The Role**

The **People and Development Administrator** will be part of the People and Development Team and report to the Head of People and Development.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Daring Do Obsession for Perfection Sheer Love of Life**

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| --- | --- | --- | --- |
| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

To work proactively as a member of the People & Development team to provide a full administrative service, including preparation of new starter packs, contracts, amendments, leaver documentation and payroll data input. To be the first port of call for internal and external customers, always ensuring the office is friendly and inviting.

**Key responsibilities**

**HR System and Payroll administration**

* To be responsible for all payroll administration, including starters and leavers, change of details and sickness and absence, ensuring that the Payroll team receive the information in a timely manner
* Produce and issue new starter packs including contracts and other associated documentation in a timely manner
* To be able to access information and produce and utilise reports as and when required
* Work closely with the Payroll team to ensure a seamless process in all employee paperwork
* To support the P&D Advisors with regularly data cleansing of the system
* Liaise with BUPA to add joiners and remove leavers and any ad-hoc reports
* In conjunction with the team, to continually review, develop, improve and implement P&D processes and procedures, ensuring the most appropriate, efficient and effective processes are in place

**Recruitment**

* Manage the ‘Careers’ e-mail responding to general recruitment and passing onto the relevant Senior Advisor
* Manage all work experience enquiries and placements
* Support the Senior Advisors in organising and setting up assessment days

**Training and Development**

* Support the P&D advisors with sourcing and booking of external training courses, obtaining the best price possible. Ensure all necessary details are arranged and that delegates are fully aware
* Log training and development onto the HR system
* To prepare all Group induction material for Senior Advisors and set-up for each induction

**Other**

* To be responsible for the upkeep of the P&D office - for example ensuring the filing is kept up to date and in order, and the office is tidy etc
* To manage the length of service recognition reports
* To check and code invoices relevant to the P&D department accurately and in a timely manner
* To reply to references of ex-employees
* To provide refreshments for meetings/visitors as required
* To undertake projects, research etc, as required
* Under the provisions of the Data Protection Act 1998, it is the responsibility of the post holder to ensure all confidential and personal information to which he/she has access to in the course of employment, is regarded as strictly confidential. Failure to adhere this instruction will be regarded as serious misconduct.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Excellent attention to detail and accuracy
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator at all levels
* A sense of fun!
* Ability to gain rapport and credibility quickly
* Confidence and integrity in dealing with employees at all levels

**What do you need to be successful?**

* Excellent PC skills including Microsoft office
* Ability to work to deadlines
* A customer focused outlook
* A thorough knowledge of administration processes
* Proven relevant administration experience
* Previous relevant experience of using databases/systems

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| --- | --- |
| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 1 |
| Communication & Trust | 1 |
| Taking Personal Responsibility | 1 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 1 |