

**GOODWOOD**

**The Role**

The **People & Development Administrator** will be part of the People and Development team and report to the People & Development Business Partner.

**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**

**Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To work proactively as a member of the People & Development (P&D) team, providing full administrative support including the new starter and leaver processes and inputting data on the payroll system.

You will be the first point of contact for internal and external customers, always ensuring that the office is friendly and welcoming.

**Key responsibilities**

**HR System and Payroll administration**

* To be responsible for all P&D 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 reports as and when required;
* Produce mail merges as and when required;
* To manage starter and leaver surveys;
* To support the P&D Business Partners with regular data cleansing of the system;
* Create and maintain personnel files;
* 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’ inbox, responding to general recruitment queries;
* Manage work experience enquires and placement administration;
* Support with candidate management on the Applicant Tracking System (ATS) including arranging and booking interviews/assessment centres;
* Support and maintain required employment checks for new starters;
* Manage the internal jobs board and promote key roles internally (noticeboards etc).

**Training and Development**

* Support and maintain the performance review system;
* Support and maintain the e-learning system;
* Provide any other administration support in relation to training such as logging training records on to the HR system.

**Internal Communications**

* Assist with the administration of employee engagement surveys including putting together of information packs;
* Administrate, monitor and audit the recognition process to ensure long service awards are delivered accurately and in a timely manner.

**Other**

* To administrate the group induction sessions including initial diary management and on-the-day support;
* To be responsible for the upkeep of the P&D office, ensuring the filing is kept up to date, the office is tidy and ordering stationery etc;
* To ensure the relevant P&D folders are up to date (public and shared drives);
* To respond to reference requests for previous employees;
* To ensure all confidential and personal information is regarded as strictly confidential in line with the GDPR requirements.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Excellent attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun and energy!
* Excellent relationship builder
* Ability to work to deadlines

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

* Excellent PC skills including Microsoft Office;
* Proven relevant administration experience in a busy environment;
* Previous experience of using databases/systems is desirable;
* An interest in pursuing a career in HR is desirable;
* An effective team player with a friendly and positive approach to working collaboratively;
* Energy and enthusiasm and willingness to get stuck in!