

**GOODWOOD**

**The Role**

The **People & Development Coordinator** 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 managing the HR & 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 and Payroll Administration**

* Utilising the HR/Payroll system (iTrent) to manage the onboarding process (new starters) as well as other key processes including leavers, amendments and sickness absence.
* To be able to access information and produce reports as and when required (i.e., for HR metrics);
* Produce mail merges as and when required;
* To manage starter and leaver surveys;
* To undertake exit interviews with people who have resigned, as and when required;
* To administrate the group induction sessions including initial diary management and on-the-day facilitation;
* To support the P&D Business Partners with regular data cleansing of the system; making necessary updates as and when needed to ensure the systems hold up to date information;
* To manage the e-filing process:
* Manage the P&D inbox, ensuring that emails are responded to or directed to the relevant person in a timely manner;
* 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 with junior level interviews and assessment days as and when required;
* Support and maintain the required employment checks (DBS) 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 be responsible for the upkeep of the P&D office, ensuring the office is tidy, stationery is ordered etc;
* To ensure the relevant electronic 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;
* Process driven with the ability to take ownership for and improve systems;
* Proven relevant administration experience in a fast-paced environment;
* Previous experience of using databases/systems is advantageous, particularly iTrent/MHR which is the system in place at Goodwood;
* A high degree of attention to detail is crucial;
* The ability and confidence to influence and challenge managers at all levels;
* An effective team player with a friendly and positive approach to working collaboratively;
* Energy and enthusiasm and willingness to get stuck in;
* An ability to juggle conflicting priorities
* An interest in pursuing a career in HR is desirable.