

We are a large, turnkey electrical engineering contractor, based in Elland, West Yorkshire. Specialising particularly in high power projects from LV up to 132,000 volts we have a truly nationwide client base.

Our team is made up of highly-trained electrical engineers, not to mention back-office staff, estimators and project coordinators. Together, we ensure the safe and professional execution of every job.

ROLE INFORMATION

Position/Title: HR and Payroll Administrator

Department: Human Resources

Location: Elland

Reports To: Financial Director

Hours of work: Monday to Thursday 8:30am to 5:00pm and Fridays 8:30am to 4:00pm, with half an hour lunch.

KEY ACTIVITIES AND RESPONSIBILITIES

HR Administration

- Organise and run HR systems efficiently (PeopleHR, simPRO)
- Maintain starter pack contents and ensure all relevant information is kept up to date.
- Organisation and preparation of Inductions
- Scan all HR documentation to the HR database ensure that it is filed correctly.
- HR Policies: Support the business in the development and maintenance of Employee Handbook and HR Policy. In line with the advice of our HR Consultant.
- Maintain organisational chart
- Assisting in external audits and providing reports as needed.
- Developing and running reports from the HR database.

Recruitment

- Managing the recruitment process: advertising, job description, selection, administration, etc.
- Conducting the recruiting planning meetings with Managers when needed staff is identified.
- Reviewing the resumes for all job candidates and sending over to managers for review and further scheduling of interview.
- Follow up of interviews, issuing job offers and contracts.
- Preparation and carry out of Inductions with new employees

Employee Relations

- Developing of Human Resources policies for the company regarding employee relations: Disciplinary, Grievance, Data Protection, Wellbeing, etc.
- Recommending employee relations practices necessary to establish a positive employer-employee relationship and promote an elevated level of employee morale and motivation.
- Putting in place activities to improve morale and motivation
- Participating in the conduct of investigations when employee complaints or concerns are brought forth.
- Working together with the HR Consultant to assist managers in disciplinary procedures, offering legal advice
- Advising on employment issues along with the HR Consultant.
- Assisting with the implementation of company policies

Payroll

- Assisting with the monitoring of the company wage and salary structure and the variable pay systems within the company.
- Payroll processing; weekly for operatives and monthly for office staff.
- Processing weekly Daily Diary Sheets and manual imputing of data to create Timesheets.
- Complete forms from HMRC, SSP, SPP
- Monthly Pension contribution and joiner reports

Absence Management

- Management of the capability procedure including monitoring employees' absence
- Support Line Managers during capability meetings by providing guidance and taking notes.
- Ensure Holiday/sickness records are updated on HR and Projects system.
- Liaise with Project Managers to ensure holidays are taken when possible.

Learning and Development

- Sourcing training providers, raising purchase orders and issuing training agreements where appropriate.
- Update HR database and maintaining training matrix
- Issue certificates
- Maintenance of development log, ensuring that costings are correct and being charged to the relevant department.
- Issue training certificates for Pre-Assessment questionnaires, as required.

General

- Provide generalist HR support and guidance to staff.

- Apply for and reply to reference requests.
- Demonstrate commitment to the core values of the company.
- Take a participative role in the Company's development and growth

Essentials:

- Previous experience in running payroll using Sage Payroll software
- An understanding of how to run disciplinary investigations
- Strong Microsoft Excel skills
- Previous experience in HR: 2 years

Desirable:

- Previous experience in an Engineering company

Attributes:

- The ability to work autonomously and collaboratively
- Strong numerical / analytical skills and attention to detail
- Proactive individual with lots of initiative and willing to innovate

The following **benefits** are applicable to the role;

- **Salary: This is a full-time role offering a competitive salary, £20,000 – £25,000 depending on experience**
- 22 days holiday plus Bank Holidays
- Employer pension contribution
- Other benefits in kind such as: Private Health Insurance and Life Insurance.