



ADUR & WORTHING
COUNCILS

Job Description

Authority:	Adur & Worthing Councils
Directorate:	Digital & Resources Directorate
Section:	Human Resources
Post Title:	HR Coordinator
Post Number:	tbc
Accountable to:	HR Business Partner
Management responsibility for:	N/a
Authority to liaise with:	Council members of staff and managers, members of the public, Occupational Health, Trade Union Officials, payroll
Meetings attended on a regular basis:	Team meetings - Team member One-to-one sessions with line manager Payroll/HR meetings - Team Member Note taker - Employee Relation cases
Work Style	Flexible

Principal purpose of job (role summary)

To assist the Human Resources section in the maintenance and development of the Human Resources function throughout the authority. In particular, to help to ensure that the appointment and ongoing employment of council staff complies with statutory requirements, internal policies and processes, current terms and conditions and wherever possible reflects best practice.

Main duties, tasks and responsibilities of the post holder

1. Undertake monthly payroll processing procedures to process contract changes, pay letters e.g. sickness pay changes, maintaining the hierarchy changes on the systems.

2. Advise managers on national terms and conditions of employment, central government directives, council policy and practice and refer queries, if necessary to another member of the HR team.

Ensure that the above conditions are accurately reflected in the Councils' Statement of Particulars and that all changes in legislation and national and local conditions of service are incorporated into these Statements in accordance with statutory provisions.

3. Attend Employee Relations meetings and produce detailed notes as an accurate record of the proceedings.
4. Develop and maintain close working relationships with the payroll section on all matters related to employee's conditions of service, pay and pension matters and efficient working practices throughout the two sections, including providing information on leavers and any monies owed or due to be recovered from them.
5. Maintain and update HR records on computerised systems, processing paperwork as necessary.
6. Monitor the employment of temporary/seasonal staff within the Councils, in terms of the authorisation of their engagement, the period of their employment and the terms and conditions offered to them. To issue letters of appointment as appropriate.
7. Process maternity/paternity leave requests ensuring that maternity pay calculations and relevant paperwork are correct
8. Process and collate the information for Freedom of Information requests.
9. In the absence of the HR and Recruitment Officer act as first point of contact for staff and others using initiative, discretion and judgement to identify the most appropriate course of action in individual circumstances
10. Undertake all duties in accordance with Councils' policies, in particular those relating to Customer Care and Equal Opportunities.
11. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in other sections as may be required from time to time.
12. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
13. Promote the service and Councils positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder: (<i>print name</i>)	
Signature:	
Date:	
Line Manager: (<i>print name</i>)	
Signature:	
Date:	
Executive Head of Service: (<i>print name</i>)	
Signature:	
Date:	

