

# People & Learning Coordinator

Don't just find a job. Feel it.



This role is designed to support both our People and Learning and Development functions within a wider team although your primary responsibilities will be people focused. This role offers a unique opportunity to gain a broader understanding of the employee lifecycle. You will play a key role in shaping an employee experience that makes RHP Group a great place to work.

## Connect with what you'll do

### In the role you'll:

- ▶ Provide an amazing welcome, supporting new starters through their onboarding process and ensuring they're set up for success
- ▶ Support the Team by providing administrative support across the People functions such as note-taking and assisting with recruitment activities
- ▶ Manage queries by communicating with our people about a range of queries to keep them informed throughout their employee journey and resolving queries through various channels
- ▶ Support employee engagement by coordinating employee recognition and reward activities and promoting our benefits package
- ▶ Ensure accurate records by maintaining our people and learning systems
- ▶ Manage and support the creation of monthly and ad hoc people reports
- ▶ Enable development by managing our apprenticeships and work experience placements, ensuring they're provided meaningful development opportunities
- ▶ Keep us compliant by making sure we have right to work documents, employment references and DBS checks

## Connect with how you'll do it

### We're looking for someone with experience of:

- ▶ Creating a positive and engaging employee experience, whether through People or Learning and Development initiatives
- ▶ Working in an administrative role

### It'd blow us away if you had:

- ▶ A CIPD or related qualification
- ▶ Experience of working within a busy People or Learning and Development team

### The key behaviours we expect in the role include:

- ▶ Role model our values We Know Our Stuff/We Make it Happen/We Care
- ▶ Communicating passionately and authentically across different channels, adapting your style for a diverse range of customers and colleagues
- ▶ Demonstrating inclusive behaviours, respecting and embracing difference and listening to other people's unique perspective
- ▶ Taking pride in being organised, prioritising tasks to meet deadlines
- ▶ Being self-motivated and able to work without close supervision
- ▶ Communicating clearly, concisely and thoughtfully, verbally and in writing
- ▶ Being a great team player and doing what it takes to keep the business moving forward
- ▶ Resolving issues by being flexible and open to trying new ideas
- ▶ Seizing opportunities by being brave and stepping outside your comfort zone
- ▶ Building trust by doing what you say you will
- ▶ Acting quickly when things just aren't right
- ▶ Holding your hands up if you make a mistake and quickly re-focusing to put things right
- ▶ Remaining curious to bring fantastic new ideas to your role which stretch you and improve the employee experience
- ▶ Taking ownership and being tenacious to make things happen