

HR Apprentice

Don't just find a job. Feel it.



As an apprentice at RHP Group, there's no limit to what you can achieve. You'll gain practical experience across a wide range of people activities, working alongside experienced colleagues to support our People, Learning and Wellbeing team while studying towards a recognised CIPD qualification.

Connect with what you'll do

In the role you'll:

- ▶ Be given a number of opportunities to gain and develop skills within a busy People, Learning and Wellbeing team
- ▶ Support with projects including recruitment campaigns, absence management and wellbeing initiatives
- ▶ Keep our HR systems and employee records accurate and up to date, including e-filing
- ▶ Support the management of our benefits and rewards portals
- ▶ Run relevant reports and provide information to the Head of People, Learning and Wellbeing and Senior People Partners
- ▶ Play a part in the induction process for new starters
- ▶ Assist with learning and development activities and administration
- ▶ Respond to general queries through various communication channels
- ▶ Generate letters, references and other correspondence
- ▶ Support payroll input to ensure our employees are paid correctly
- ▶ Attend meetings and take minutes
- ▶ Share ideas to help improve the way we work, our systems and our processes
- ▶ Carry out any other reasonable duties to deliver a great service
- ▶ Demonstrate a passion for developing a career in HR
- ▶ Handle personal and confidential information carefully
- ▶ Take part in your apprenticeship and use what you learn in your day-to-day work

Connect with how you'll do it

We're looking for someone with experience of:

- ▶ Delivering excellent customer service
- ▶ Using Microsoft Office IT systems including Outlook, Excel and Word

It'd blow us away if you had experience of:

- ▶ An academic focus on a HR or related subject

The key behaviours we expect in the role include:

- ▶ Role modelling 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
- ▶ Creating an environment that supports continuous learning, develops high-performing teams and delivers high levels of engagement
- ▶ Championing collaborative working across the organisation
- ▶ Being digitally savvy, learning our systems quickly and using them to deliver an amazing customer service experience.
- ▶ Effectively planning and prioritising by focusing on the things that will make the biggest difference.
- ▶ Making wise decisions and solving problems without overcomplicating things.
- ▶ Building trust by doing what you say you will
- ▶ Remaining curious to bring fantastic new ideas to your role which stretch you and improve the customer experience.
- ▶ The ability to create an environment where people feel comfortable to be themselves, treating everyone as equals and encouraging a contribution from all.