



KNOWSLEY HALL

RECRUITMENT PACK

HR COORDINATOR
1 YEAR FIXED TERM

DECEMBER 2023



INTRODUCTION

Thank you for your interest in this role and working at The Knowsley Estate, we hope that this recruitment pack provides you with the information that you need to pursue your application. Please ensure that you read all parts of this document in order to complete your application as requested and tailored to the role and person specification.

This pack contains the following:

- About the Knowsley Estate
- Benefits of Working at The Knowsley Estate
- Shortlisting
- The Role
- The Person
- How to Apply



ABOUT THE KNOWSLEY ESTATE

Owned by The Earl and Countess of Derby, The Knowsley Estate is comprised of two operating entities. Firstly, Stanley Enterprise, the leisure arm of the business, focussing on outstanding quality of customer service and guest experience and home to two great Merseyside icons – Knowsley Hall (lovingly restored from Police offices over the last 25 years by The Earl and Countess of Derby) and Knowsley Safari (Founded in 1971 by 18th Earl, uncle of the current owner). The gardens created from scratch by Lady Derby and the Knowsley Parks & Gardens team. Stanley Enterprise is a legal partnership between Lord Derby & their older son Edward Stanley. Secondly, The Stanley Estate and Stud Company which operates the landed side of the business including farmland, residential properties and Stanley Grange Business Village. Further afield in Newmarket near Cambridge, is Stanley House Stud and which is where the family's 'Mare in a Million' Ouija Board lived.

The walled Park covers over 2500 acres and has been in the continual ownership of the Stanley Family since 1385 and from that time the history of the family has been closely intertwined with the history of the country. If you delve into the family's history, you'll discover that Lord Stanley was created the 1st Earl on the battlefield of Bosworth by Henry VII, the 14th Earl was Prime Minister three times, the 15th Earl was Foreign Secretary and the 17th Earl was Secretary of State for War during the First World War the ambassador to Paris. William Shakespeare and Edward Lear both worked and wrote at Knowsley.

The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

At The Knowsley Estate, we know that ultimately, it is our staff's commitment and hard work that will drive us forward. It is our vision to value and invest in our people to inspire them to channel their pride and passion in their work towards our goals. We are committed to the personal development of our staff where aspirations can be met and opportunities are available.



B E N E F I T S

- 33 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension scheme
- Complimentary tickets to Knowsley Safari
- Free entry to affiliated zoos and collections through BIAZA
- Discounts on a range of products and services offered by the Estate
- Staff Events such as the Christmas Tea Party
- Health Cash Plan to cover costs such dental and optical amongst others
- Employee Assistance Programme
- Online discount scheme
- Thrive wellbeing app, full of tips and techniques to help you monitor and improve your health.
- Commitment to your personal development
- Cycle to Work scheme
- Celebration of Service awards
- Free car parking

THE ROLE

J O B T I T L E	HR Coordinator (Training, Wellbeing, Offboarding)
C O N T R A C T T Y P E	Fixed Term – 1 year
W O R K I N G H O U R S	<p>Part-Time. Your normal working hours are to be worked Monday to Friday afternoons, averaging 20 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties. It may be necessary on the rare occasion that weekend work is required.</p> <p>Ideal working hours are 12-4pm, 12.30-4.30pm, or 1pm-5pm although some flexibility for the right candidate.</p>
R E P O R T T O	Head of HR
S A L A R Y	£13,733 gross per annum

The following job description has been designed to give a clear definition of the role, but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can be developed to make full use of their potential.

Purpose of the Role

- Administer and coordinate key pillars of the HR function to support our employees and the Estate.
- Provide first line advice and guidance for enquiries to the HR department in an efficient and friendly manner, safeguarding confidentiality.
- This role is a job share and you will be expected to work closely with your counterpart – HR Coordinator (Recruitment, Onboarding, and Absence (ROA)) closely to ensure that all aspects of HR administration and coordination are delivered.

Main Duties & Responsibilities

Employee Administration and data management including but not limited to:

- Responsible for the update of personnel details to maintain iTrent, the employee database, employee files, and the communication of any changes to relevant to departments.
- Work closely with Accounts to provide information for RTI.
- Department filing, scanning, shredding, and photocopying as required.
- Ensure that the Employee Housing database is kept accurate and up to date.
- Assist line managers to review job descriptions for staff members on an annual basis or as and when required.
- Remind and support line managers to complete necessary appraisals with their teams.
- Assist the Estate Office with any administration as required for the Estate Summer BBQ and Christmas Tea Party staff events.
- Inform relevant parties of upcoming service and birthday milestones, sending out diary invites and the annual milestones document.
- Assist employees with any iTrent queries.

Training administration and coordination including but not limited to:

- Responsibility for developing and maintaining the training records spreadsheet.
- Responsible for developing and maintaining the training needs analysis spreadsheet, working alongside departments to analyse the output to determine the next financial years training needs. The aim is to ensure that our training certificates are up to date, our employees attend the best quality courses, and that we have appropriate costs and knowledge of courses for the forthcoming financial year.
- Organise Estate wide refresher H&S training using our online provider and ensure communication with individuals to ensure completion.
- Book any authorised training, liaising with attendees, and current providers, finding new high quality providers as necessary.
- Book room(s) and refreshments / lunch where necessary.
- Ensure an attendance list is received for each training session.
- Ensure training certificates are received, scanned, and filed and that the training records spreadsheet is kept up to date.
- Ensure that employees understand our policies and procedures.

Apprenticeships, Internships, and Work Experience administration and coordination including but not limited to:

- Work with line managers to see how we can make best use of our Apprenticeship Levy, supporting line managers and employees through the process.
- Work with line managers to regularly review and develop programs to ensure any program content is still fit for purpose and fits the boundaries set by institutions.
- Liaise with institutions / charities to ensure that we are meeting relevant criteria, completing all necessary paperwork, and that the student on site is receiving a quality experience.
- Coordinate any assessment days, including booking rooms and refreshments as necessary.

Knowsley Wellbeing administration and coordination including but not limited to:

- Responsible for wellbeing campaigns – determining, scheduling, organising, and communicating.
- Regularly ensure that the Employee Assistance Programme is communicated along with other benefits offered by Stanley Enterprise.

Leaver administration and coordination including but not limited to:

- Responsible for the employee leaver checklist.
- Responsible for ensuring leaver is processed on iTrent and ensuring that their final pay is correct.
- Conduct exit interviews as and when required, bringing to the attention of the Head of HR, and line managers anything that they should be aware of.

Provide Support to HR Coordinator (ROA) including but not limited to:

Recruitment

- Provide support to ensure that all aspects of the recruitment and selection process function effectively.
- Manage the recruitment inbox in the absence of HR Coordinator (ROA).
- Support with scheduling and supporting with the delivery of the selection process including, interviews, and assessment centres and all associated administration including seasonal recruitment workshops to ensure that each candidate has a positive recruitment journey.

New starter administration and coordination

- Provide support for any tasks required on the new starter employee checklist.
- Provide support for any new starter administration such as onboarding paperwork, probationary outcome letter, relevant pension correspondence.
- Complete HR induction with new employees.

Absence administration and coordination

- Supporting and advising line managers when dealing with sickness absence and conducting 'return to work' interviews with staff.
- Support with ensuring that Return to Work forms are completed for all employees absent due to sickness.
- Support as necessary with any occupational health referral and processing.

Other administration and coordination tasks including but not limited to:

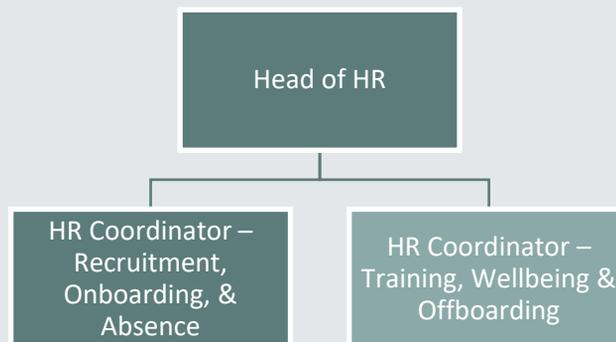
- Be present as note taker ensuring minutes are completed as swiftly as possible.
- Process pension joiner pack requests as and when required.
- Support the Head of HR with the department responsibilities towards GDPR.
- Draft and issue internal communications by email or letter, as and when required.
- Assist with regularly reviewing HR policies and procedures to ensure that they are fit for purpose, meet legal requirements and best practice and that they develop and enhance the public image of the Company.
- Continually review all supporting documentation within the HR function including but not limited to: employment contracts, recruitment documentation, letters and forms, to ensure that they are fit for purpose, user friendly, and develop and enhance the public image of the Company.
- Maintain your knowledge of current employment law and be aware of current trends and best practice in People Management.
- Attend training courses, seminars, and meetings both internal and external as appropriate/required.
- To continually look for ways to develop and improve the HR service provision.
- Embrace and positively promote the Company's Mission, Strategic Objectives and Values.
- To act with honesty, integrity, fairness, and confidentiality.
- To always be professional, objective, and ethical.
- To perform any other reasonable task or duty as directed by your supervisor.

THE PERSON

Our ideal candidate will have the following skills, qualifications, and characteristics:

- CIPD Level 3 qualified or equivalent qualification/skills gained through experience.
- Demonstrable experience working in a generalist HR role, ideally with experience in training, wellbeing and offboarding.
- Working understanding of HR principles, practices, and procedures.
- Possess a good understanding of current employment law and HR best practice.
- Ability to maintain a high level of confidentiality and work within the requirements of data protection legislation.
- Strong IT skills with good working knowledge of Microsoft 365.
- Excellent interpersonal and communication skills, personable and approachable.
- Efficient time management skills.
- The ability to work accurately with a high attention to detail.
- Great organisational skills and ability to prioritise workload.
- Previous experience using iTrent is desirable as training can be provided.
- Able to work on own initiative without direct supervision as well as flexibly and co-operatively within a team.
- Personal integrity, honesty, and acts fairly.
- Has a commitment to providing an excellent service.

The HR Team



HOW TO APPLY

Please send your completed application form along with your CV to recruitment@knowsley.com.

CLOSING DATE: Sunday 21 January 2024

INTERVIEW DATE: w/c 29 January 2024

START DATE: ASAP

