



Role Title: People Coordinator

Salary: SO2

Location: Sir Henry Mitchell House, Bradford

Report to: Senior People Business Partner/People Business Partner

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf.

The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation.

We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

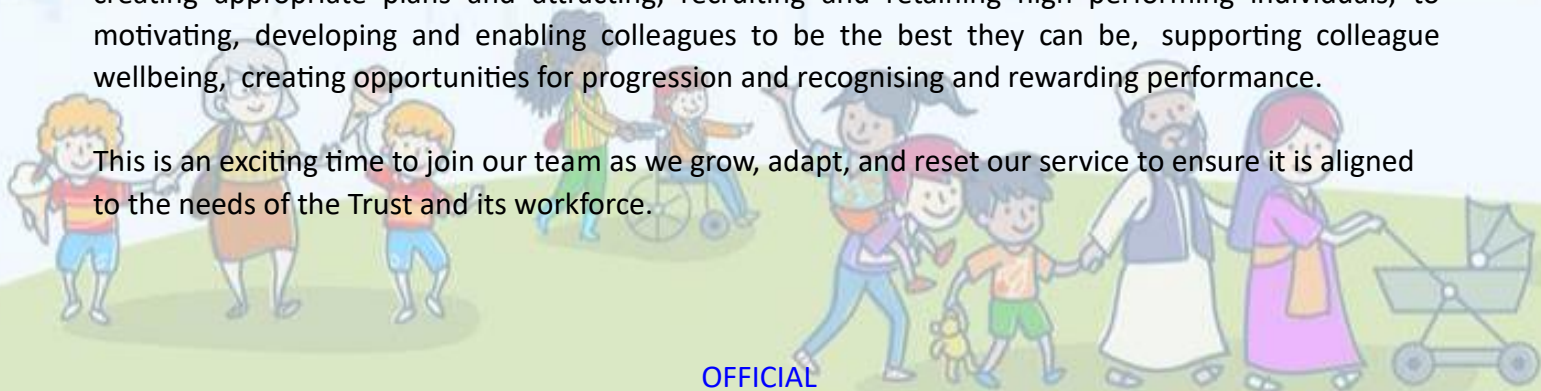
We will achieve this through continuous improvements in our services and positive collaboration with our staff and our partner organisations.

People and Talent Team Overview

The People and Talent Team are leading the development and implementation of the Trust's People and Culture Plan, which focuses on delivering against a range of people-focused challenges, ensuring the Trust is equipped to succeed.

As the strategic partner for leaders and managers throughout the Trust, the People and Talent Team provide services spanning the complete employee lifecycle, from understanding our workforce needs, creating appropriate plans and attracting, recruiting and retaining high performing individuals, to motivating, developing and enabling colleagues to be the best they can be, supporting colleague wellbeing, creating opportunities for progression and recognising and rewarding performance.

This is an exciting time to join our team as we grow, adapt, and reset our service to ensure it is aligned to the needs of the Trust and its workforce.

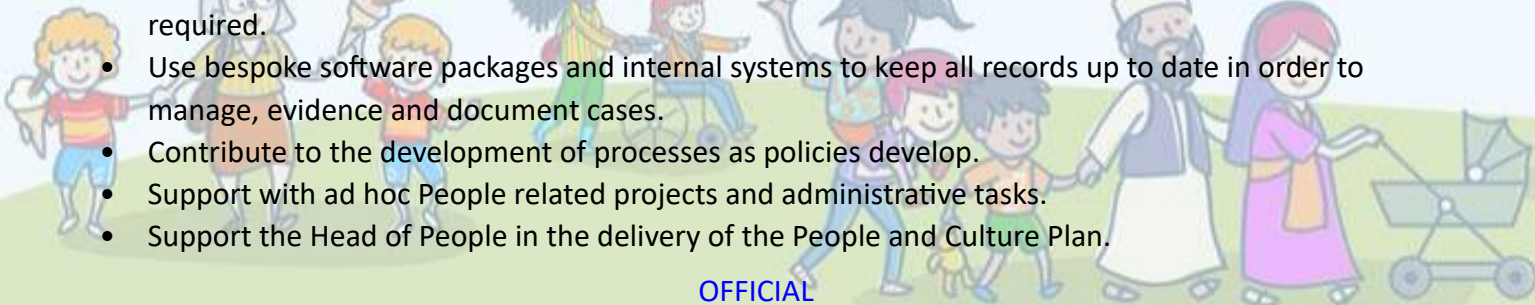


Job Overview

As a People Coordinator you will manage a range of internal HR processes which support the priorities of the People and Culture plan and ensure the Trust's compliance with employment legislation. Following our policies and procedures, you will provide logistical support to enable us to provide a responsive and timely service. You will be responsible for monitoring a range of activity across the employee life cycle, ensuring processes are followed accurately and consistently. The activity will focus on sickness absence, probation and flexible working, as well as other processes as our service develops. You will monitor required actions (through use of trigger points or dates), highlight required actions to managers, support and guide them through the relevant process and track their action through to completion. You will manage, document and close cases, providing administrative support and guidance at an appropriate level, referring more complex cases to People Advisors. The knowledge you gain from managing these processes will enable you to contribute to the review of the relevant procedures as part of our team's commitment to continuous service improvement.

Main duties and responsibilities

- Establish internal processes for monitoring and reviewing sickness absence data, in line with trigger points and key milestones.
- Inform managers of required sickness absence management actions, support and track these to completion, providing guidance and support at appropriate stages and seeking advice from People Advisors in more complex cases.
- To support managers through all stages of the informal and formal sickness processes, including, supporting welfare meetings, where necessary.
- Ensure internal processes are followed for reporting and managing sickness by managers and colleagues, identifying and raising concerns as necessary.
- To provide data reports to colleagues on a monthly and ad hoc basis.
- Manage the process for occupational health referrals, supporting managers to complete forms and tracking referral progression.
- Manage the flexible working request process, providing advice and guidance to managers on; receiving, progressing and tracking applications to completion, ensuring they are handled consistently and in line with legal timescales.
- Manage the probationary review process, providing advice and guidance, ensuring that managers are notified of their responsibilities, reviews are completed in a timely manner, and the review process is conducted in line with the policy.
- Work with managers to review all correspondence relating to the above processes.
- Provide regular updates to other People team colleagues on cases, progress and further action required.
- Use bespoke software packages and internal systems to keep all records up to date in order to manage, evidence and document cases.
- Contribute to the development of processes as policies develop.
- Support with ad hoc People related projects and administrative tasks.
- Support the Head of People in the delivery of the People and Culture Plan.



About you

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- CIPD Level 5 or equivalent.

Experience

- Proven significant experience within a similar People Co-ordinator role.
- Knowledge of HR processes including sickness absence management.
- Experience of, or ability to, interpret policy and procedure and accurately apply this to everyday employment situations.
- Experience of managing data and processes to achieve and evidence results.
- Experience of developing standard processes and practices.
- Experienced user of Microsoft Office (Word, Excel and Outlook), with the ability to use excel to track data and produce reports.
- Strong interpersonal skills with the ability to build trusted relationships with others.
- Ability to work independently and collaboratively, with a high level of integrity.
- Understanding of basic employment law.
- Excellent analytical skills with the ability to draw conclusions and identify trends from data analysis.
- Attention to detail in written work and data recording.
- Strong problem-solving skills.
- Ability to handle sensitive information with discretion and confidentiality, and in line with GDPR requirements.
- A commitment to fairness, equity, diversity, equality, and inclusion.
- Ability to use bespoke software packages, e.g. SAP and Civica.

Special Conditions

- Must have access to a car and a valid driving license as you will be required to travel as part of the role.

