

Job description

HR Coordinator (Maternity Cover)

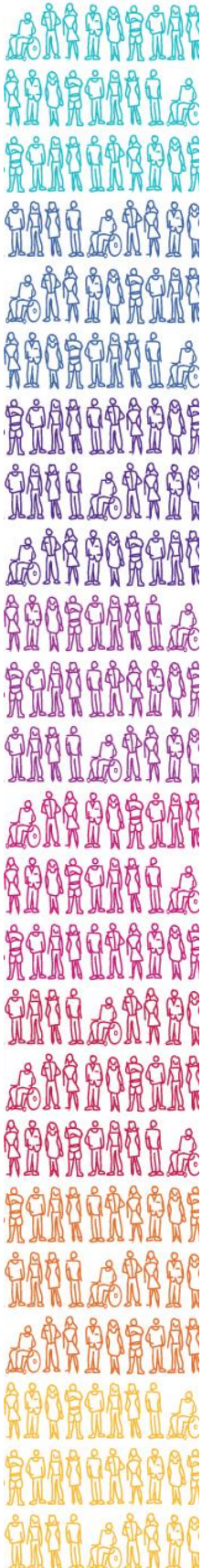
Immediate team	Strategic HR
Service team	People & Culture Team – Corporate Services
Line manager's job title	HR Business Partner
Number of direct reports	0
Salary and grade	£39,271 per year, Grade 5
Duration of role	Fixed term contract until 31 January 2028
Hours per week	37
Location	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
Employing council	South
Probationary period	Six months
Notice period	One month
Annualised hours apply	Yes
DBS check required	No
Date job description updated	September 2026

About the role and what we're looking for

This is a really exciting time to join an ambitious team that has lots of passion and energy to ensure high quality support is delivered. Reporting to the HR Business Partner, the post holder will be the first point of contact for the People and Culture Team for staff and managers at both South and Vale Councils.

This role is varied and covers the full employee lifecycle, within designated Service Areas. It includes supporting managers with recruitment, onboarding new starters, engaging with staff on their day-to-day queries, offering policy advice and guidance and completing payroll system input (matrix management from Payroll & Pensions Lead for payroll related tasks).

We require someone with an extremely strong customer focused mindset, with an ability to be flexible, who has previous experience of working on a very broad range of tasks across all HR disciplines.



Main duties and responsibilities

- Be the first point of contact for queries from employees and managers related to HR or payroll queries, providing a response to initial queries, and know when to refer questions or escalate queries to other members of the team
- Manage the HR Team inbox, responding to emails and allocating queries to the team as necessary
- Draft employment contracts and letters relating to the full employment lifecycle, in conjunction with the HR Business Partners
- Administer and input data into the HR system for payroll, working to tight predetermined deadlines
- Scrutinise, check, and challenge payroll instruction prior to inputting HR information data for monthly payroll
- In conjunction with the Payroll and Pensions Lead, review all output data to ensure accuracy and correct as necessary
- Administer staff annual leave calcs on a monthly and ad hoc basis, updating the HR system as required
- Co-ordinate the leaver process, including conducting exit interviews as required
- Support managers through the recruitment process by offering advice and guidance on the recruitment portal (MyRecruitment), posting job adverts internally and externally and creating offer paperwork
- Administer the new starter/ onboarding process, to ensure that all the relevant paperwork and checks (DBS, references, right to work checks) are completed and saved on personnel files
- Review monthly Advisory reports (i.e. probation reviews due, contract end dates, Bradford Factor data) and follow up any actions relating to payroll/ HR processes with the relevant manager
- Complete three month probation reviews with all new starters
- Assist Business Partners with employee relations cases and support with note taking at formal meetings.

General Duties

- Deal with all enquiries arising from monthly payroll
- Support year-end activities including implementation of pay scales, system data cleansing,
- Provide input into HR-related internal audits
- Update HR procedure documents, forms, and letters, when necessary
- Support the wider Strategic HR team on general project work, as required (e.g., policy reviews).



- Update the HR pages on the intranet and council websites

Ad Hoc duties

Support the Payroll Team with the following tasks as required:

- Collect and process incoming and outgoing post
- Raise purchase orders, code invoices, instruct and liaise with corporate services support to manage the finance request with regards to the HR training/payroll budget on the Council financial system
- Support freedom of information requests
- Support the job evaluation process and associated outputs

About you

Your essential qualifications

1. Good standard GCSEs (grades A to C/Level 4 and above) or equivalent level of experience

Your essential skills, knowledge and experience

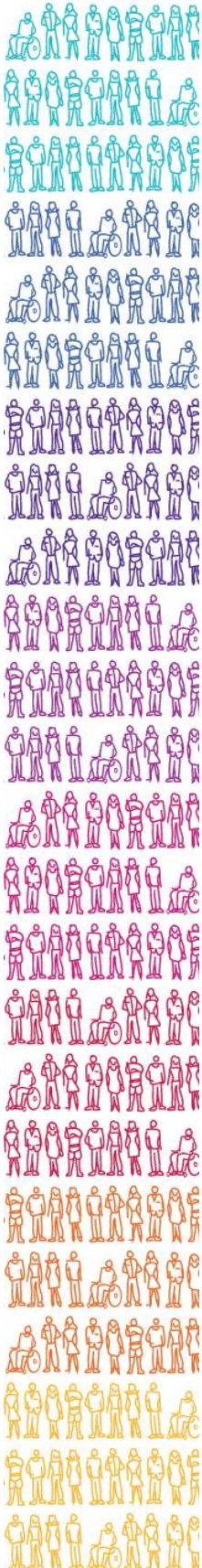
2. Experience of working within a HR / payroll team, inputting payroll system changes directly and reviewing output data
3. Excellent attention to detail and organisational skills
4. Excellent administrative skills to a high standard of quality, including data entry, letter writing, spreadsheets etc.
5. Intermediate MS office skills and ability to adapt to using different databases and systems.
6. Sound written and verbal communication skills.

If you have the following experience or qualifications – it's a bonus

- A-Levels or equivalent
- HR or payroll qualification

Your style and behaviours

- Strong customer service ethos and a desire to exceed customer expectations.
- Enthusiastic and self-motivated.
- Positive 'can do' attitude and ability to use own initiative.
- Ability to constructively challenge and continuously improve processes.
- Results driven and able to meet tight deadlines.
- Team focused.



- Able to work on an extremely broad range of tasks.
- Able to juggle priorities changing at short notice and frequent interruptions.
- Ability to work with sensitive data with a requirement for confidentiality.
- Committed to supporting equality, diversity, inclusion, and wellbeing.

Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	No
This role requires you to drive a company vehicle for work	No
This role may require you to work during the councils Christmas closure period	No
This role may require you to work evenings and weekends	No
This role may require you to work five out of seven days on a rota basis	No
This role is location specific	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 31 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

How to apply

Having read about our role if you have any questions please email Georgie Morrison or Jaydon Perrin at HR@southandvale.gov.uk

If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.