

HR Placement Student – Job Description

Role Purpose:

To provide administrative support to the Human Resources team in relation to the full employee lifecycle and HR Operational work.

Key Responsibilities:

- To maintain consistent and document compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To coordinate the advertising process for CPI's placement student intake, which includes ensuring all vacancies have maximum online coverage through social media, universities, job search pages.
- To actively promote all placement student opportunities and attend university careers fairs to maximise attraction to CPI vacancies.
- To respond to candidate and manager queries in a busy shared recruitment inbox, offering helpful advice and guidance.
- To coordinate placement student assessment days, working with hiring managers to arrange suitable dates, assessment agendas and activities, and sending invites to candidates.
- To deal with all onboarding paperwork following offers of employment which includes sending contracts of employment, references, medical and right to work checks.
- To ensure all recruitment and new starter systems are up to date so that the students hiring and onboarding experience runs smoothly, guiding managers on the onboarding process as and when needed.
- To support the coordination of the placement induction week, working with internal and external providers to deliver sessions, and attending in person to share own experiences of industrial placements.
- To support all other activities within the HR Operations team which may include, but not limited to:
 - End-to-end recruitment for all other CPI vacancies.
 - Contract paperwork for new starters, movers, and leavers.
 - Activities relating to Learning and Development, which includes coordinating and booking training, including liaising with training suppliers. In addition, supporting the coordination of all internal and externally delivered development programmes.
 - Ensuring all employee information is accurately recorded and maintained in our HR system (this includes personnel and pay information, training records etc.). Ensuring that this information is stored and accessed in a compliant way according to CPI's various business standards (GDPR, GMP etc.).
 - To respond in the shared HR inbox, which has a range of internal and external queries which relate to a broad range of HR activities (such as reward and recognition, HR system guidance, annual leave, and other general queries).
 - Raising POs and action invoices to ensure goods and services are purchased and processed in a timely manner.

HR Placement Student – Job Description

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Working towards a Degree in Business (or other related field with an interest in HR).	

Competencies and behaviours	
<p>Leadership (Core)</p> <ul style="list-style-type: none"> Respects and values the diversity of talents, skills, and backgrounds that others bring to joint projects / work. Has a positive influence on those in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. Aligns own behaviours and actions to CPI's values, vision, and goals. 	<p>Decision Making (Core)</p> <ul style="list-style-type: none"> Within area of expertise recognises, identifies, and defines problems. Generates and evaluates alternatives, draws conclusion, and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented.
<p>Communication (Core)</p> <ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints. 	<p>Developing self and others (Core)</p> <ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
<p>Collaboration (Core)</p> <ul style="list-style-type: none"> Establishes effective working relationships with other colleagues. Builds and maintains a network of internal and external contacts. Actively seeks, values, and incorporates different views and ideas to broaden their perspective. 	<p>Delivery (Core)</p> <ul style="list-style-type: none"> Plans, prioritises, and leads own area of work to deliver specified and agreed outcomes (time and standard). Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks.

HR Placement Student – Job Description

- Refers to lessons learnt from other projects/ tasks with related scope.
- Acts with minimal supervision or direction.
- Pays attention to detail and delivers accurate and high-quality outputs.

Knowledge and Experience:

Essential:	Desirable:
Some knowledge of basic HR principles.	Some work experience would be advantageous (i.e., customer service/admin type roles).