

Job & Person Specification

Job Title:	HR & Recruitment Coordinator	Department:	Human Resources
Reporting to (Job Title):	HR Admin Team Lead	Location:	Edinburgh

Job Purpose

To provide day to day admin support for the operational and central HR teams. Creating documentation and ensuring accurate system updates are made to support changes to terms and conditions and all other activities relating to the employment lifecycle.

Responsible for working with the regional HR Advisors and Recruiting Managers to ensure a flawless end to end recruitment service is delivered. From approval to attraction, selection and hiring.

To produce HR and Recruitment data reports tracking KPIs and other HR related activities.

Person Specification – Essential

- Excellent working knowledge of MS Office, with advanced excel skills.
- Proven administration experience with the ability to support in a very busy, fast-paced environment.
- Experience of working in an HR department or similar confidential role.
- Experience in and a passion for Recruitment.
- Proven experience of hiring for all levels through attracting direct applicants and liaising with agencies.
- Experience of recruiting end to end in a diverse environment, including sourcing for complex and hard to find skill sets.
- Experience of working in a multi-site or FMCG environment would be advantageous.
- Ideally CIPD qualified or working towards.

Person Specification - Preferable

- Strong interpersonal and communication skills.
- Highly organised and self-sufficient, with excellent time management skills.
- Ability to manage multiple priorities and re-prioritise quickly as required.
- Excellent analytical, monitoring and reporting skills.
- Extremely customer orientated, energetic and enthusiastic.
- Willing to work flexible hours to support the needs of the business.
- Ability to travel to sites if required.

Role Accountabilities

- **Administrative Support** – work with the HR Advisors and wider HR team to ensure the timely provision, return, monitoring and recording of documentation in relation to employee lifecycle activities including absence management, disciplinary and grievance processes, performance management.
- **HR Processes & Systems** – input and maintain accurate data on HR systems and employee records, ensuring compliance with relevant legislation and excellent attention to detail.

Role Accountabilities (continued)

- **Recruitment** – Create a candidate pipeline by building relationships with key partners, e.g. educational bodies and industry groups, creating a calendar of recruitment events throughout the year. Improve and develop our recruitment processes, including meeting and exceeding KPI targets. Maintaining and developing our recruitment manual, ensuring it reflects current regulations and right to work requirements.
- **Reports** – prepare and produce various HR and Recruitment reports including KPIs, absence, outstanding holidays and other statistical information as required.
- **KPI's** – work to agreed KPI targets and Service Level Agreements relating to HR Admin activities.
- **Organisation Charts** – responsible for ensuring the corporate organisation charts are kept up to date.
- **Improvement** – continually look for ways to improve the HR Admin & Recruitment processes.

Organisation Chart

Values

We Prioritise Provenance - We are proud of our provenance, bringing together our cultural differences to raise sustainable, nutritional salmon, with full value chain integrity.

We Are Passionate – We celebrate our passion for our business and our people, who go above and beyond to accomplish our shared purpose, together. This is our competitive advantage.

We Are Respectful - We respect and care for our natural environment, each other, our employees and our local communities in which we live and work – sustainability is at the heart of everything we do.