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**Job Description – Beauparc**

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| **Job Title** | Employee Lifecycle Coordinator (Six-month FTC) |
| **Reports to** | Ade Hyde-Douglas |
| **Primary Location** | UK based, ideally in Leeds area |

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| **The Role:**  To provide comprehensive administrative support for the onboarding, induction, and offboarding processes across the business, working with all areas. This role ensures a smooth and professional experience for all new starters, internal movers, and leavers by coordinating logistics, documentation, and communication with key stakeholders. Key to this is the provision of a service that represents the company values, whilst ensuring efficiency, drive and accuracy. |

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| **Key accountabilities:**  **One stop shop setup:**   * Co-ordinate the setting up of the one stop shop across the business, through collaboration with key Line Managers * Able to introduce the services that are on offer and sell the benefits of these to the group, while ensuring a consistent message * Be able to navigate the below processes and align these with the evolving processes available in Workday, through the use of technology to streamline the input / output   **Onboarding:**   * Coordinate pre-employment checks, right-to-work documentation, and work alongside the HR team around the issuing of employment contracts. * Set up new starter profiles in Workday and ensure IT and other equipment and access are arranged. * Schedule welcome meetings, team introductions, and buddy assignments, through collaboration with Line Managers. * Prepare and send welcome packs and onboarding materials, related to the role. * Act as the first point of contact for new hires, ensuring a positive and engaging experience, whilst living the values and representing the brand.   **Induction:**   * Organise and facilitate induction sessions, including presentations, tours, and training schedules. This will also link to future Group Induction arrangements. * Maintain and update induction materials in collaboration with department leads. * Ensure that role specific and individual inductions are arranged and communicated in a proactive manner, whilst keeping all parties informed. * Collect feedback from new starters to continuously improve the induction process.   **Offboarding:**   * Coordinate the offboarding process including resignation acknowledgements, exit interviews, and final day arrangements * Ensure return of company property and removal of system access. * Liaise with payroll and IT to ensure smooth processing of final pay and account closures. * Maintain accurate records of leavers and generate reports for HR metrics. |

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| **Experience and Skills:**  **Essential:**   * Proven experience in an administrative or HR support role. * Excellent organisational and time management skills. * Strong communication and interpersonal abilities, with an ease around building relationships across the group. * High attention to ensure detail and accuracy in workload. * Proficient in Microsoft Office has used HR ERP systems in the past. * Friendly and approachable with a proactive mentality to own the work required. * Confidential and trustworthy, whilst being able to be adaptable and responsive to changing priorities.   **Desirable:**   * Experience in onboarding/offboarding processes. * Familiarity with employee lifecycle management. * Knowledge of employment legislation and data protection. |

*Beauparc aims to attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.*

*(DE&I Policy Statement)*