

**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.
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*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)*