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HR Coordinator

The Role:

To provide a full and high quality administrative support for the @one Alliance People Team. You will respond to the day to day HR queries, attend meetings as required, typing up minutes, booking and scheduling meetings, and managing diaries and calendars relevant to the team. You will also assist with preparation and provision of information as required, including statistical data and the teams KPI's and supporting the business with Workday and provide training and support with the system where required. You will support all members of the team with project work (when required), scheduling and co-ordinating interviews, liaison with Partner organisations and facilitating and conducting the new starter/induction process. As HR Co-ordinator, a key part of this role is to provide organisation and co-ordination to the team. There is particular emphasis on the high level of confidentiality required within this role.

Key Responsibilities:

HR Administration

Manage the day to day administration of the People Team ensuring that we provide excellent customer service to all our stakeholders, both internally and externally.

Support Stakeholders to maintain the integrity of Workday and that the data is accurate.

Provide statistics and information when required.

Support with the organisation of recruitment when required

Support managers with procedural advice

Work closely with the other members of the People Team to ensure continuity of service is maintained to the organisation during absence.

Management of email and post when required

Diary management as required

Analyse data produce by the team in order to prepare/produce documents, letters, reports etc.

Handle incoming calls to the department and answer basic enquiries, ensuring others are passed to the relevant manager to deal with.

Ensure that all data held by the People team is GDPR compliant and that employee's personal information is not compromised.

Book rooms, venues, parking and catering for meetings/training events.

Project manage process improvements, which will benefit both the organisation and the People Team.

Financial Administration for the team, including paying of invoices.

Key Relationships:

People Team

All @one Alliance Managers/employees

Anglian Water HR Teams

Partner organisation HR teams

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- Proven experience in an administration role, ideally within an HR environment
- Strong organisational and prioritisation skills
- Excellent attention to detail
- Strong focus on delivering excellent customer service
- A positive and passionate ambassador for Anglian Water and the @one Alliance.
- Excellent communication skills, both written and verbal. Ability to engage positively with a wide audience
- Ability to act professionally and deal with sensitive / confidential information
- Confident in approach to effectively manage stakeholders
- Personal resilience to deliver objectives in a fast paced, busy environment

Desirable

- Basic understanding of employment law
- Proven experience of using Microsoft Office (Word and Excel) and ability to learn new systems
- Experience of SAP

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.