Title:	**People and Culture Coordinator**
Reporting to:	**People and Culture Manager**
Salary:	**£27,000 - £28,500 pro rata per annum**
Contract:	**12-month fixed-term contract with potential for permanency, subject to organisational requirements**
Hours:	**21 hours per week, flexible between Monday-Friday, 9am-5pm**
Holidays:	**40 days pro rata per annum, inclusive of Public Holidays**
Pension:	**7% employer, 3% employee contributions**
Location:	**Gartnavel Campus, Glasgow (hybrid working)**

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre (BWoSCC) and all related facilities.

We are looking for a motivated and enthusiastic individual to join our People and Culture function at an exciting time for Beatson Cancer Charity.

This role offers a fantastic opportunity to contribute to the development of our People and Culture service, supporting our commitment to creating a positive, inclusive and engaging workplace where our people can thrive. Working closely with the People and Culture Manager and colleagues across the organisation, you will play an important role in supporting our people, strengthening our HR practices and helping to deliver our wider organisational people priorities.

Role Responsibilities

To provide administrative and coordination support across the People and Culture function, supporting recruitment and onboarding, employee lifecycle administration, training and development, and the maintenance of accurate employee records and HR systems.

Administrative support

- Provide day-to-day administrative support across the People and Culture function, responding to routine employee queries and directing more complex queries to the People and Culture Advisor or People and Culture Manager as appropriate.
- Manage the People and Culture inbox alongside the People and Culture Advisor, ensuring queries are acknowledged, allocated and responded to in a timely manner.
- Maintain accurate, confidential and up-to-date employee records, HR systems and personnel files.
- Support the People and Culture team with general administration, correspondence, document preparation and HR projects as required.

Recruitment and Onboarding

- Provide administrative support to the People and Culture Manager and People and Culture Advisor across recruitment activities, including recruitment requests, drafting job adverts, coordinating interviews, issuing offers and preparing contracts.

- Coordinate onboarding administration, including pre-employment checks, new starter documentation, induction arrangements and monitoring probationary review dates.
- Support managers with recruitment coordination to ensure a positive candidate and hiring manager experience.
- Maintain accurate and up-to-date HRIS and personnel records for all new employees.
- Liaise with managers and relevant internal departments to ensure onboarding requirements are completed in a timely manner.

Employee Changes and HR Administration

- Process and administer employee changes throughout the employment lifecycle, including changes to working hours, contractual terms, salary, job title, line management, working patterns, secondments and other employee record updates.
- Prepare and issue relevant contractual documentation, including variation letters and other employee correspondence, ensuring the appropriate approvals are obtained.
- Ensure all employee changes are accurately recorded in the HRIS, personnel files and relevant systems, and that information is shared with the appropriate internal departments.
- Liaise with managers, employees and the People and Culture Advisor to coordinate employee changes and ensure all required documentation and system updates are completed.
- Escalate complex queries or changes requiring professional HR advice to the People and Culture Advisor or People and Culture Manager.

Employee Leavers and Offboarding

- Coordinate the administrative aspects of the employee offboarding process, including processing leaver notifications, preparing documentation and updating HR systems and personnel records.
- Coordinate exit surveys and feedback collection, maintaining accurate records of responses and collating data.
- Provide the People and Culture Advisor with exit survey findings, employee feedback and leaver data to support reporting, analysis and the identification of opportunities to improve employee experience and retention.
- Liaise with relevant internal departments to coordinate offboarding arrangements, including the return of organisational property and withdrawal of system access.
- Ensure leaver documentation and records are maintained confidentially and in line with organisational procedures and data protection requirements.

Payroll

- Coordinate the collection, checking and submission of monthly payroll information, ensuring changes and supporting documentation are processed accurately and within agreed deadlines.
- Act as a first point of contact for routine payroll queries, liaising with the Finance team and escalating discrepancies or more complex queries to the People and Culture Manager as appropriate.
- Maintain accurate records of payroll changes, including new starters, leavers, contractual variations, changes to working hours and other relevant employee information.
- Support the reconciliation of HR and payroll records to ensure information is accurate and consistent.

Training and Development

- Coordinate and maintain the organisation's mandatory training programme, supporting managers and employees to monitor and complete required training.
- Maintain accurate and up-to-date training records and ensure the training platform reflects completion rates and outstanding training requirements.
- Produce regular training and compliance reports and follow up on outstanding mandatory training to support organisational compliance.
- Assist the People and Culture Manager with the planning and coordination of training sessions, workshops and organisational development activities, including scheduling, communications, attendance records and logistical arrangements.
- Support the administration and coordination of employee engagement activities, learning and development initiatives and wider People and Culture projects.

Reporting, Compliance and Other Responsibilities

- Generating regular reports for the People and Culture team and managers to support decision-making.
- Coordinate annual driving licence checks and maintain appropriate records.
- Manage and maintain employee data in line with GDPR regulations.
- Support compliance with relevant Finance procedures, including the preparation and processing of purchase orders.
- Develop and maintain positive working relationships with employees, managers and internal stakeholders
- Undertake other general administrative duties and support People and Culture projects as required

Person Specification

- Confident, friendly and professional, with a positive and approachable manner.
- Ability to build and maintain effective internal and external relationships.
- Self-motivated, flexible and proactive, with a willingness to learn.
- Committed to delivering accurate, high-quality work and providing an effective service.
- Ability to maintain confidentiality and handle sensitive employee information with discretion.
- Committed to the vision, mission and core values of the charity.

Essential Criteria

- Strong experience in HR administration or coordination.
- CIPD Level 3 qualification or working towards it.
- Proficient in Microsoft Office applications.
- Experience using HRIS platforms, with a good understanding of HR processes, systems and the employee lifecycle.
- Strong organisational and administrative skills, with excellent attention to detail and accuracy.

- Confidence in maintaining employee records, processing HR changes and managing data.
- Experience producing accurate reports and maintaining HR data.
- Ability to plan, prioritise and manage own workload effectively.
- Ability to use initiative while working with confidentiality and integrity.
- Good communication skills and the ability to work collaboratively with managers, employees and colleagues.
- A proactive and practical approach to problem-solving.

This job description may be reviewed and amended in light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.