



GOODWOOD

The Role

The **People and Development Administrator** will be part of the People and Development Team and report to the People Operations Manager.

About us

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world's leading luxury experience.**”

Our Values

The Real Thing

Always inspired by Goodwood's heritage

Derring-Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things *even* better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

You will work proactively as a member of the People & Development team to provide full administrative support, including preparation of new starter packs, contracts, amendments, leaver documentation and payroll data input. You will be the first port of call for internal and external customers, always ensuring the office is friendly and inviting.

Key responsibilities

HR System and Payroll administration

- To be responsible for all P&D administration, including starters and leavers, change of details and sickness and absence, ensuring that the Payroll team receive the information in a timely manner
- Produce and issue new starter packs including contracts and other associated documentation using our Document Management System (Reckon) in a timely manner
- To be able to access information and produce all required P&D reports for the Group
- Produce mail merges as and when required
- To manage starter and leaver surveys using Survey Monkey
- To support the P&D Advisors with regularly data cleansing of the system
- Create and maintain personnel files
- In conjunction with the team, to continually review, develop, improve and implement P&D processes and procedures, ensuring the most appropriate, efficient and effective processes are in place

Recruitment

- Support with the management of the 'Careers' e-mail responding to general recruitment and pass onto the Recruitment team
- Manage all work experience enquiries and placements
- Support candidate management on the Applicant Tracking System
- Support and maintain all required employment checks for new starters
- Manage the internal jobs board and promote key roles internally (Yammer, noticeboards)
- Provide any other administration support in relation to recruitment such as benchmarking

Training and Development

- Support and maintain the performance review and e-learning systems
- Provide any other administration support in relation to training such as logging training records on to the HR system (Sage/Snowdrop)

Internal Communications

- To co-ordinate the internal communications schedule
- To co-ordinate wellbeing programmes, such as health assessments and flu jabs
- Support with "One Goodwood" communications
- Assist with the administration of the employee engagement survey including putting together of information packs
- Administrate, monitor and audit the recognition process to ensure long service awards are delivered accurately and in a timely manner

Other

- To be responsible for the upkeep of the P&D office, ensuring the filing is kept up to date, the office is tidy and ordering stationery etc
- To keep the P&D drive tidy and up to date
- To check and code invoices relevant to the P&D department accurately and in a timely manner
- To reply to references of ex-employees
- To provide refreshments for meetings/visitors as required
- To undertake projects, research as required
- Under the provisions of the Data Protection Act 1998, it is the responsibility of the Postholder to ensure all confidential and personal information to which he/she has access to in the course of employment, is regarded as strictly confidential. Failure to adhere this instruction will be regarded as serious misconduct

Qualities you will possess

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| <ul style="list-style-type: none">• Passion for what you do• Positive and friendly with a "can do attitude"• Excellent attention to detail and accuracy• Ability to prioritise and organise• Proactive | <ul style="list-style-type: none">• Excellent communicator at all levels• A sense of fun!• Ability to gain rapport and credibility quickly• Confidence and integrity in dealing with employees at all levels |
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What do you need to be successful?

- Excellent PC skills including Microsoft Office with advanced Word and Excel experience
- Ability to work to deadlines and prioritise a heavy workload
- Process driven and superb attention to detail
- A customer focused outlook with the ability to work as part of a small team
- Proven relevant administration experience in a fast paced, changing environment
- Previous relevant experience of using databases/systems