



JOB TITLE (LOCATION)	STAFF AND RESOURCES CO-ORDINATOR (GLASGOW) DATA AND METRICS LEAD
SALARY AND BAND	BAND 5
ANNUAL LEAVE	27 DAYS PLUS 9 BANK HOLIDAYS FOR FULL-TIME HOURS
REPORTS TO	HEAD OF STAFF AND RESOURCES
DIRECT REPORTS	

ABOUT MAGGIE'S

Maggie's provides free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

ABOUT THE POST HOLDER

The post holder will have a good general knowledge of current Employment Law and HR best practice and be able to advise staff on a variety of general HR matters so as to uphold Maggie's culture, values and best practice. Personable, flexible and able to relate to people at all levels you will be a self-starter with initiative and ability to learn whilst taking pride in getting basic systems and administration in place.

Through a week-long staff induction at one of our centres, Maggie's staff develop an understanding of the impact of cancer on people's lives and recognise the importance that their own role plays in achieving our long-term goals.

ABOUT THE ROLE

Maggie's need a focused HR professional to take responsibility for all general HR issues with a focus on compliance, metrics and reporting. You will have excellent communication skills and strong adherence to data protection and privacy regulations. The Staff & Resources Co-ordinator will be responsible for the accurate input and update of all staff data on to the HR database and for maintaining a variety of administrative systems, trackers and reports for the function.

KEY RESPONSIBILITIES

- Develop strong working relationships and trust with all staff members in order to be an effective first line of contact for any personal and sensitive HR issues.
- Provide generalist HR support and direction for staff and managers across Maggie's centres and operational functions for a defined area.
- Coordinate a HR caseload in response to any issues that arise in your area of responsibility (London and some central operations teams).
- Maintain a wide variety of files, trackers and HR reports including recruitment, induction, safeguarding and maternity/paternity leave
- Produce all associated correspondence for trackers.
- Generation of reports, typing of letters and other staff related correspondence.
- Coordinate PVG & DBS checks for all staff and volunteers.
- Responsible for regular audit of our people data and recommendations for development and improvement of the information we hold.
- Collate and maintain workforce data, produce regular reports and provide analysis.
- Input to ED&I projects.
- Support Data Protection Officer with Data subject Access Requests.
- Preparation of offer letters and new starter paperwork.
- Maintain all data in line with GDPR process.
- Responsible for arranging inductions for new staff; booking accommodation, planning dates with Centre Heads and producing correspondence.
- Support the Head of Staff & Resources in the implementation of all policies, procedures and processes and serve as a positive working example on these.
- With training, the post holder will become fully conversant with the HR system, using it as the starting point for most activity within the department.
- Responsible for recruitment and subsequent onboarding for vacancies in your area.
- Uploading annual performance review results on to main database for analysis.
- This role includes occasional travel within the UK.

ESSENTIAL SKILLS AND EXPERIENCE

- Educated to Higher / A Level standard
- CIPD qualified to Level 3 with current CIPD membership
- Good IT skills; Word, Excel, PowerPoint
- Strong relationship building skills
- Three years' experience of working within an HR function with an HR database
- Excellent organisational skills
- Exceptional attention to detail
- Ability to analyse HR data to produce reports as required by the Head of S&R