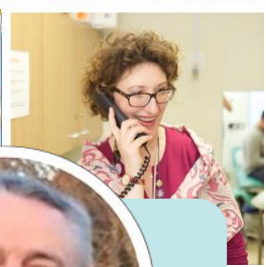


BrisDoc

Patient care by people who care



Mike Duncan
Director of People

“Our People Team is at the very heart of our organisation, helping us to deliver essential NHS healthcare to our community.

Every member of the team is valued and appreciated. The knowledge and skills you provide facilitate the smooth running of our services. We look forward to welcoming you to our team.”

Senior Co-Ordinator HRIS / Operations (Maternity Cover)

Responsible to: People Team Business Partner

Hours: Full time, 37.5 hours per week

Salary: £29,500 - £30,400 per annum (pro rata) dependent upon experience and competence

Location: Based at Unit 21 Osprey Court, Whitchurch, Bristol, BS14 0BB

We are seeking a detail-oriented and proactive individual to join our People Team as a Senior Coordinator on a 12-month maternity cover basis. This temporary role is crucial for managing our HR systems, ensuring data integrity, overseeing reporting, and maintaining compliance with HR policies and SOPs. The Senior Coordinator will also supervise one People Team administrator, ensuring continuity and smooth operations during the maternity leave period.

You will be a key temporary member of the People & Payroll team, ensuring the continued smooth oversight of our Human Resources Information Systems, alongside of supporting on-going HR projects, and providing expertise in data analytics and process. Proficiency in Excel is a must, together with a strong understanding of HR data management and reporting.

Full training will be given in our current systems, which include Rotamaster (our HR system) Kallidus (our LMS system) and Ripple (our Reward & Recognition programme).

If it would help to have an informal conversation about the role, we encourage you to email our supportive HR Team on workwithus@brisdor.org.

Core Benefits:

- Annual performance bonus scheme
- Annual training bonus scheme
- Co-owners bonus scheme
- NHS Pension
- Flexible working options
- Development opportunities supported for all staff
- 25 days' annual leave + Bank Holidays (pro rata) rising to 27 with length of service



About BrisDoc:



BrisDoc is a proud provider of NHS Healthcare. We have been delivering 'patient care, by people who care' for over twenty years.

We run an exciting range of Primary Care Services, including an **Urgent Care Service**, **GP Practices**, and the **Homeless Health Service**. This enables BrisDoc to offer excellent healthcare 24 hours a day, 365 days a year to over one million people across Bristol, North Somerset & South Glos.

We are a **Social Enterprise** and an **Employee-Owned Business**. This means the decisions we make are for the good of our patients, workforce, and wider community. This involves prioritising the health of our patients, protecting our environment, and improving the social and economic status of our population. Our 'Community Fund' is a staff lead team who work closely with health-based charitable causes, both local and international, to invest time and money in improving the lives of people in disadvantaged communities.

By joining BrisDoc, you will be part of an innovative organisation that prides ourselves on being a fantastic place to work; somewhere that you will feel valued, supported, developed and part of a family. We strive to make sure every member of the team feels proud of the work they do and the service that we offer.

[Find out more >>](#)

Job Summary

This is a temporary maternity cover position. You will be a key temporary member of the People & Payroll team, ensuring the continued smooth oversight of our Human Resources Information Systems, alongside of supporting on-going HR projects, and providing expertise in data analytics and process. Proficiency in Excel is a must, together with a strong understanding of HR data management and reporting.

You will be part of a team of 10 People Team colleagues, with supervisory responsibility for our People Team Administrator. Your role is crucial in terms of managing our HR systems ensuring continued data integrity.

At all times you will act in a manner consistent with the code of expectations and standards of behaviour representing BrisDoc and the NHS.

Main duties and responsibilities:

- 1. HR Systems and Platforms Management:**
 - Administer and maintain all HR systems and platforms, ensuring they function effectively and meet organisational requirements.
 - Monitor and address system issues, coordinating with IT and external vendors for timely resolutions.
- 2. Data Management and Reporting:**
 - Ensure the accuracy and integrity of HR data, producing regular and ad-hoc reports.
 - Analyse HR data to provide actionable insights and support decision-making processes.
- 3. Administration**
 - Ensuring up to date employee records are held confidentially and accurately
 - Working closely with the other HR Coordinators to complete set monthly administrative tasks, such as removing leavers, issuing employee letters etc

Main duties and responsibilities continued:

4. **File and Folder Structure Management:**
 - Maintain and manage the structure and organisation of all HR files and folders, adhering to data protection standards.
 - Ensure efficient file management protocols for easy document retrieval and secure storage.
5. **Policy and SOP Management:**
 - Oversee the review and update process for People policies and Standard Operating Procedures (SOPs), ensuring adherence to scheduled review dates.
 - Facilitate effective communication and accessibility of policies and SOPs across the organisation.
6. **Teamwork:**
 - Provide supervision and support to the People Team admin person, ensuring efficient task management and professional growth.
 - Oversee workload distribution, ensuring tasks are completed accurately and within deadlines.
 - Liaise with the People Business Partners and other assigned functions to ensure that information is processed accurately
 - Administering and assisting employees with the company's benefits
 - Undertaking and supporting project work as and when required
7. **Compliance and Audit Support:**
 - Assist in preparing for internal and external audits related to HR systems, data, and policies.
 - Ensure compliance with regulatory requirements and best practices in HR data management.

General Duties

You can read the full list of general duties and expectations via the link below:

www.brisdoc.co.uk/workwithus/general-duties

Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> - Bachelor's degree in Human Resources, Business Administration, Information Technology, or a related field or equivalent experience. 	
Knowledge and Experience	<ul style="list-style-type: none"> - Proven experience in HR systems management, preferably in a leading role - Strong understanding of HR data management and reporting - Excellent data analytical skills - Attention to detail with a high level of accuracy - Able to use own initiative. 	<ul style="list-style-type: none"> - Familiarity with Human Resources Information Systems and other HR related software - Experience in policy and SOP management is an advantage

	<ul style="list-style-type: none"> - Able to always maintain confidentiality with regards to staff and patients - Excellent organisational skills - Able to maintain accurate records - Problem solving skills - Excellent written and verbal communication skills 	
<p>Skills, Abilities and Attributes</p>	<ul style="list-style-type: none"> - Motivated by the provision of high-quality staff and patient care. - Organised, systematic and flexible - good time management being able to prioritise work and work under pressure - Positive attitude towards innovations and change - adaptable and able to respond to a changing situation - Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately - Good team player who is able to support, value and respect the contribution of all members - Self -motivated and able to work autonomously - Willingness to learn new skills and to problem solve 	



www.brisdoc.co.uk/work-with-us