

Yeo Valley Services

Job Description



POSITION	
TITLE	HR Officer
BUSINESS ENTITY	Yeo Valley Services Ltd
DEPARTMENT	Services
SITE	YVHQ
REPORTING LINES	
REPORTS TO	Head of People & Governance
DIRECT REPORTS	None
HOURS	40 per week
ROLE & PERSON SPECIFICATION	
Key Aim of The Role	Reporting to the Head of People & Governance this role will support the Central functions for both Yeo Valley Limited and Yeo Valley Farms in a generalist administrative support role. This is a position of trust which will be expected to maintain and support professional relationships with all managers and employees throughout the business, whilst providing confidential support and assistance as needed.
Key Responsibilities	<p>Employee Lifecycle (Recruitment/Onboarding/Offboarding)</p> <p>As an HR Officer, you will be responsible for managing the full employee lifecycle, ensuring a seamless experience from recruitment through to offboarding. This includes coordinating the hiring process, facilitating smooth onboarding and maintaining accurate employee records. Additionally you will manage offboarding procedures, including exit interviews and final documentation whilst liaising with payroll.</p> <p>Specific Tasks Include:</p> <ul style="list-style-type: none"> • Managing the company ATS to upload jobs and ensure managers are following correct procedure. • Guide managers through the probation process, ensuring correct paperwork is being completed to expected deadlines. • Provide assistance and admin during standard HR processes such as confirming employment terms, annual appraisals and salary reviews. • Completing exit interviews with leavers from the company. <p>Payroll</p> <p>This role is responsible for working with managers around the business to gather data for the monthly payroll. Following strict timeframes, this role will be responsible for ensuring deadlines are met and that all relevant information is sent to our sister company who provide payroll services.</p>

	<p>Learning & Development</p> <p>This role will provide administrative support for Learning and Development (L&D) within the company, ensuring the smooth coordination and delivery of training activities. This includes scheduling training sessions, maintaining accurate records of training and liaising with internal stakeholders and external providers.</p> <p>General HR & Admin</p> <p>The HR officer will be expected to provide basic HR advise and support to line managers, including but not limited to guiding them through HR processes and advising on low risk Employee Relation matters. Working alongside our HR consultancy, this role is the face of day-to-day HR admin at Yeo Valley.</p> <p>This role is also expected to complete general admin tasks, as instructed by the Head of P&G.</p>
Personal Specification	<p>The successful individual will be personable, professional and flexible in their approach. Working with all the Departmental Managers they will support the Yeo Valley Farms businesses and therefore need excellent time management skills and an ability to multi-task and prioritise work. A strong attention to detail and a high degree of discretion are essential skills to being successful in this post.</p> <p>Qualifications and experience</p> <ul style="list-style-type: none"> • Advanced knowledge of standard Microsoft packages including Outlook, Excel, PowerPoint, Word, and Teams. • Attention to detail and accuracy are essential. • Excellent organisational skills with the ability to prioritise workload and meet deadlines. • Excellent communication and reporting skills to engage and communicate with Directors, senior management, and a wide range of internal stakeholders. • Self-motivated, quick learning and capable of working on own initiative. • Ability to work confidentially and professionally. • Ideally previous experience in HR/Financial administration. • CIPD Level 3/5 preferable.
Benefits	<ul style="list-style-type: none"> • Yeo Valley Ltd will contribute 8% of your salary into the company pension scheme. • Life Cover Insurance of 3 times your salary. • Health Cover Cash Back Plan with Westfield Health. This cover offers you cashback on your medical appointments (dental, optical etc). • Discounted Canteen and staff shop • 25 days holiday (plus bank holidays)