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| **JOB AND PERSON SPECIFICATION** |

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| **Job Title:** | HR/Training Assistant (Fixed Term) | **Reporting to:** | HR Manager |
| **Role Grade Level:** | Admin | **Areas**  | HR |

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| **Job Purpose:-** |
| To assist the HR and Training team with all the administration and training tasks to ensure that all employment and training obligations are delivered across the Axgro and Lichfield sites as part of Project LINKS. Support the integration, alongside the site management team, of all the HR/Training project tasks with support from colleagues. |

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| **Must Haves:** |
| Strong written and verbal communication skills  |
| Strong emotional intelligence awareness  |
| Skilled in PowerPoint, excel and word  |
| Confidentiality skills  |

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| **Role Specific Accountabilities:** |
| 1. | Coordination of new starter process involving the induction of new starters, ensuring the relevant compliance checks are undertaken and details inputted onto the HR system.  |
| 2. | To coordinate the reference process both for new starters and ex-employees. |
| 3. | Working with site HR team on delivery of wellbeing activities where required. |
| 4. | Ensure that operational based employees are being trained and signed off as competent |
| 5. | Work with Operational Skills Trainer to ensure 12-week trainings plans and Standard Operating Procedures (SOPS) in place for all operational employees |
| 6. | Carry out Operational Check ins with all new operational employees |
| 7. | Any other relevant tasks required within the role. |
| **Core Requirements when undertaking the role:-** |
| 1. | To carry out duties accurately, professionally and in a timely manner.  |
| 2. | Always communicate effectively with others. |
| 3. | Deliver training on both 121 basis and within a group environment  |
| 4. | Work effectively as part of a team. |
| 5. | Effectively comply with all company polices, procedures and standards. |

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| **Health and Safety Responsibilities** |
| To ensure company and statutory Health and Safety regulations and requirements are always met. |
| General:* know, understand, and always comply with the operational rules and health and safety procedures applicable to them.
* assist any colleagues or visitors in the event of a hazardous situation or act.
* reach out to their supervisors, particularly when it comes to health and safety issues.
* report minor accidents, near-accidents, and hazardous situations.
* report ideas for improvements.
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| Within your scope of work:* participate in risk assessments related to their teams, activities, work environments and new projects.
* if necessary, help implement the defined prevention measures and initiatives (risk assessment, prevention programmes).
* if necessary, participate in analysing the causes of any significant events (lost-time accidents, non-lost-time accidents, and significant near-misses).
* participate in field discussions with managers on the human aspects of prevention (Behavioural Safety Visits, STOP observations, etc.).
* participate in information and communication initiatives carried out by managers (e.g., Prevention Minutes, Safety Contacts, etc.).
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| **EPIC Values** |
| **Excellence** | **Positivity** | **Innovative** | **Co-operation** |
| * Set and maintain high standards.
* Be accountable and lead by example.
* Encourage continuous improvement.
* Work with integrity – winning the right way.
* Have pride and passion in what we do.
* Actively develop people.
 | * Have a can-do attitude.
* Act as ambassadors for our business and departments.
* Be tenacious.
* Have a believe in ourselves and our teams.
 | * Inspire and promote creative thinking.
* Drive ideas and innovation in all areas of the business.
* Encourage input from all.
* New ways of working.
* Agility to change.
* Entrepreneurial spirit.
 | * Put teamwork at the heart of everything we do.
* Promote sharing and best practice across teams both in the BU and in the Group.
* Be engaged – one team, bought into common goals.
* Show respect for the individual looking after our employee’s wellbeing.
* Driving sustainability.
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| Job Holder Name: |  |
| Job Holder Signed: |  |
| Date: |  |