



TRINITY HOUSE

## ROLE PROFILE

### PEOPLE AND CULTURE APPRENTICE

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#### JOB PURPOSE

To undertake learning to develop the knowledge, skills, and abilities to develop, implement, maintain, and improve services provided by the People and Culture department.

<b>KEY RESPONSIBILITIES</b>	<b>Administration</b>	<ul style="list-style-type: none"><li>▪ Work on a range of people processes from recruitment to resignation/retirement.</li><li>▪ Support the Payroll team with inputting and processing data.</li><li>▪ Provide support for the implementation of the new HR and Payroll Information System.</li><li>▪ Handle day to day HR queries, providing relevant information to the organisation.</li><li>▪ Undertake administrative tasks such as maintaining filing systems, organising post, arranging meetings, and taking minutes as required.</li><li>▪ Use of Microsoft applications such as Outlook, Word and Excel.</li><li>▪ Accurately input data into HR systems, databases, spreadsheets, and process and retrieve data as necessary.</li><li>▪ Adhere to stated policies and procedures, relating to health, safety, and environmental and quality management.</li><li>▪ Generate written communication and reports based on existing documents.</li><li>▪ Undertake additional tasks and responsibilities as assigned or necessary within the scope of the role.</li></ul>
	<b>Skills and experience</b>	<ul style="list-style-type: none"><li>▪ Good IT skills, including Microsoft Office products.</li><li>▪ Excellent attention to detail.</li><li>▪ Good communication and organisation skills.</li></ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ Five level 2 qualifications including English and mathematics.</li></ul>
<b>ENTRY REQUIREMENTS</b>	<b>Professional Competencies</b>	<ul style="list-style-type: none"><li>▪ Working to Level 3 HR Support Apprenticeship Standards</li></ul>

