

TITLE	Compliance & People Business Administrator- Growing UK & Chair's Office
REPORTS TO	Head of Customer Delight and Head of People & Culture Guardian
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Head of Customer Delight • The Chair's Office • Head of People & Culture Guardian • Growing Senior Management • Packhouse • Payroll Team • Seasonal HR Team • Internal and external customers
ROLE SUMMARY	<p>To live the Haygrove values of positive energy, humility and intelligence providing excellent administrative support to:</p> <p>60% compliance and quality for Growing UK</p> <p>30% People and Culture</p> <p>10% adhoc</p> <p>The Business Administrator plays a key role in the successful undertaking of back office administration, ensuring the smooth running of compliance, auditing and HR activities, with adhoc support as needed.</p>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • A highly productive, positive and energetic individual • An 'unflappable' person who is patient, flexible, naturally organised and instinctively an excellent communicator & administrator. • A real people person whilst maintaining a professional outlook with a high level of emotional intelligence. • An ability to focus on the detail and be highly diligent. • Due to the sensitivity of some data an extremely confidential individual with an ability to understand the complexity of relationships within a central role.
PRINCIPLE RESPONSIBILITIES	<p>Customer Delight:</p> <ul style="list-style-type: none"> • To provide administrative support for the implementation and processing of the annual farm diligence documentation. • To assist in a large number of Customer and 3rd Party audits. • To support day to day due diligence and compliance requests. • To assist in Customer and 3rd Party visits. • Organisation and filing quality & management systems. • Assisting in administrative tasks such as presentations, handbooks and slide shows. • Updating and maintaining trend analysis for compliance

	<p>HR and Chair Office:</p> <ul style="list-style-type: none"> • To provide back office support to the People and Chair’s Office • Assist in the maintenance and support of HR & Payroll Administration systems, including Haygrove Hive. • Assist in Haygrove HR system development including project based work in line with Haygrove HR Strategy. • Provide administration and follow up support for HR processes, training and recruitment. • Assist in the updating of H&S systems when required.
<p>SECONDARY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Provide administration support for the Chair’s Office, including supporting with Growing stockroom requirements, expenses, credit card statements, visitor administration and other adhoc needs.
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Previous experience in an administrative role is essential • A knowledge of Sharepoint, Word, Excel and Powerpoint. • Communicating at all levels to a high standard