

TITLE	Human Resources Coordinator, Growing Systems (Rest of World)
REPORTS TO	Head of People & Culture Guardian. Dotted line to Managing Director, Growing Systems.
REGIONAL SCOPE	Business Units: HG UK & Exports, HG Mexico, HG Colombia, HG India, HG Europe, HG Inc
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Head of People & Culture Guardian, HG UK • Business Unit General Managers • Business Unit Finance Managers • Compliance & People Business Administrator
ROLE SUMMARY	Support the central development of people for potential maximisation from on boarding to career advancement. Ensure that existing and new markets comply with local legislation and act as the people partner to the Managing Director.
DIRECT REPORTS	None, but significant international network relationships.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Exceptional interpersonal and commercially focussed general management. • Creative thinking with intelligence. • Enthusiasm for problem solving/creativity. • Desire to learn and improve. Continuous improvement mindset. • Flexibility and adaptability to change. • High professional values and personal attributes.
PRINCIPLE RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate regional recruitment, selection, and the onboarding process, collaborating with local partners in business units that do not have autonomous local HR resources. • Source international recruitment agencies where necessary and coordinate the international job advertising process. • Coordinate the company's appraisal cycle and assist in appraisal administration processes to ensure all staff receive a structured regular appraisal. • Implement and roll out the Personal Development Planning process to remote business units. • Support Business Unit and Functional Managers in the development of new Job Descriptions as required. • Escalate People and Culture issues to the Head of People & Culture Guardian, and Managing Director. • Co-ordinate with the Head of People & Culture Guardian on complex employee relations issues. • Maintain and update regional organization charts. • Ensure that remote Business Units have data capturing systems in place to capture and record routine People related statistics for 3BL reporting. Coordinate the monthly reporting of this data. • Ensuring that a company's procedures comply with employment regulations and that local technical expertise is sourced where appropriate. • Ensuring that systems are in place for the monitoring various aspects of an employee's performance, such as attendance and sick leave, to be equally as strong internationally as in the main UK office.
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Support Business Unit General Managers in the handling of disciplinary processes and formal grievances. • Assist Business Unit General Managers in the setting and reviewing pay structures and employee rewards and benefits.

	<ul style="list-style-type: none"> • Ensure that all Business Units have up to date and locally appropriate employee handbooks. • Ensure that external HR agencies (employers of reference, external employee personal payroll and tax advisors) have appropriate contracts in place and to manage the day-to-day relationships. • Promoting equality, diversity, health, and safety within the company • Ensure that remote Businesses have adequate payroll processing and employee pay slip facilities available to the Business Unit General Manager. • Support new business unit set up with initial sourcing of adequate HR and Payroll related functions. • Provide group benchmarking on pay and incentive structures around the regional groups. • Perform regular audits of remote business units ensuring compliance with legislation developments, also to ensure that all Haygrove regional staff have a clear line of reporting, annual review in place, a personal development plan and up to date job descriptions.
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • 3+ years of experience in a HR capacity • Exposure to, or awareness of an international business environment
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • CIPD Level 3 or equivalent • Appropriate Degree or further practical experienced based education. • Full clean driving licence. • Passport & willingness to occasional international travel.