



## Job Vacancy Information Pack

### Post: HR Assistant

**Job Reference: EX412 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species.

With a 5-year masterplan in place, the park is set to expand creating more ground-breaking animal reserves as part of a multi-million pound, unique and innovative development.

### Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.



Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.

As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **Human Resources at Yorkshire Wildlife Park**

The HR team at Yorkshire Wildlife Park provides a complete strategic and transactional HR service to what is an extremely agile, innovate and rapidly developing organisation. With circa 450 employees at present, an increase of 100% within the last 6 months, and with further significant expansion underway, the team must continually adapt to the constantly changing context of the business and associated workload. Our HR team are exposed to a wide variety of generalist work which reflects the dynamic nature of our workforce. We welcome applicants who will thrive working in a fast paced, commercial environment and who will embrace YWP'S culture of continuous and rapid change.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

**To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.**



Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

### **How to Apply**

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means [recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

### **Application Form**

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

<b>Job title:</b>	HR Assistant
<b>Reporting to:</b>	HR Team Leader
<b>Department:</b>	Human Resources

### Primary Responsibilities

Work under the direction of the HR Team Leader to deliver key operational outputs within the HR generalist and recruitment teams.

### Key Work Objectives

- Provision of administrative support to the HR team.
- Production of contracts, offer letters and other procedural and statutory paperwork.
- Maintain accurate HR records, ensuring all personnel files are up to date and legislation compliant.
- Co-ordinate interviews, inductions and all pre-screening for new employees.
- Prepare job vacancy information packs and assist with shortlisting activity.
- Assist the HR team with disciplinary, grievance and any other HR procedural processes.
- Assist the HR team with continuous change management and associated HR processes.
- Support payroll administration.
- Completion of a variety of generalist transactional tasks and administrative duties.
- Deliver induction material and other training content to individuals and groups.
- Support the HR Team Leader to develop the "YWP Academy".
- Support and involvement with assigned HR projects as directed by the HR Team Leader.

### General

- Maintain high levels of professionalism, service and personal appearance.
- Assist other departments in their duties as directed by the HR Team Leader.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.



## Job Specification

<b>Job Title:</b>	HR Assistant
<b>Reporting to:</b>	HR Team Leader
<b>Working Hours:</b>	Basic of 40 hours per week normally scheduled over 5 days. To include weekends and bank holidays as required to meet the needs of the business.
<b>Salary:</b>	£19,000 - £22,000 (dependent on qualification and experience)
<b>Contract:</b>	Permanent (subject to the successful completion of a probationary period)
<b>Purpose of role:</b>	Work under the direction of the HR Team Leader to provide administrative and operational support the recruitment and generalist teams.

### **Main Duties & Responsibilities:**

- Assist with the co-ordination and delivery of a variety of recruitment activities including assessment centres.
- Deliver induction material and other training content to individuals and large groups, in person and virtually.
- Provision of administrative support, including upkeep of the organisation's HRIS and time and attendance system.
- Production of contracts, offer letters and other procedural and statutory paperwork.
- Completion of transactional tasks and general administrative duties.

### **Candidate:**

- Enthusiastic self-starter with the ability to thrive working under pressure.
- Confident delivering assessment centres, training content and presentations to audiences of all sizes.
- Excellent interpersonal skills.
- Thrives in a fast paced, commercial, dynamic and constantly changing environment.
- Excellent accuracy and attention to detail.
- Excellent IT skills with proficiency in the use of Microsoft Office, Excel, PowerPoint, Teams and Zoom.

**Start Date:** As soon as possible

**Closing date for applications:** Sunday 23<sup>rd</sup> January 2022

**Interviews:** Dates to be confirmed



## Person Specification

**Job Title: HR Assistant**

Assessment Criteria	Essential (E) Desirable (D)
<b>Experience</b>	
Experience working in a busy, multi-faceted HR generalist role	D
Completion of basic transactional HR processes	E
Data processing and analysis using Microsoft Excel	E
Confident delivery of presentations to audiences of all sizes	D
Production of employment contracts and offer letters	D
Development of training content	D
Delivery of training content	D
Dealing with employee relations casework	D
Provision of HR guidance and advice to employees	D
<b>Skills/ Abilities</b>	
Impeccable attention to detail	E
Skilled user of Microsoft Office, particularly Excel, Word, PowerPoint and Teams	E
Excellent interpersonal skills	E
Ability to thrive within a fast paced, commercial, dynamic and constantly changing environment	E
Ability to flexibly work under pressure to meet a varied, wide-ranging workloads	E
<b>Knowledge</b>	
Sound working knowledge of applicable employment legislation	D
Excellent working knowledge of Microsoft Word, Excel and Outlook	E
Current labour market trends	D
Best practice recruitment and onboarding processes	D
Training delivery methods	D
<b>Qualifications</b>	
CIPD Level 3 Foundation Certificate in People Practice (or equivalent qualification)	E
CIPD Level 5 Diploma in People Management (or equivalent qualification)	D