

## Job Description | HR Coordinator

**Department:** Human Resources

**Location:** Glasgow

### The Team

There is no better time to join our Glasgow team. Our business services function is undergoing an exciting transformation, paving the way for an even more promising future. You'll play an essential role in helping to optimise our business operations, as part of a market leading, global law firm that works as one to achieve our ambitions. Thrive in a team where your voice matters, and you're trusted to work your best way. In a fast-paced environment, you'll work alongside collaborative and supportive colleagues. If you're a proactive self-starter ready to contribute to something extraordinary, here you can play a big part in a winning team.

### The Role

The HR team in the UK consists of over 60 people. We have specialist teams in Resourcing, Graduate Recruitment and Management, Learning and Development, Systems and MI and Reward. The HR Operations team are based in offices across the UK, working as one team to deliver a business partnering service to our fee earning and business services teams.

The purpose of the HR Coordinator role is to provide dedicated support to the HR Business Services departments (client groups). The HR Coordinator will provide administrative support to HR Business Partners and HR Officers, working collaboratively with colleagues in other national offices.

### Key Responsibilities

#### General

- Provide administrative support and work closely with HR Business Partners and HR Officers. (Eg. Producing letters, contract amendments, documentation, note-taking at formal meetings).
- Work alongside the HR Business Partners in carrying out ad-hoc project work such as the salary review process, moderations meeting scheduling and follow ups, scoping and producing reports, carrying out research, undertaking reference requests, and chasing deadlines (Eg. probationary periods).

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- Regularly liaise with the wider HR Department to stay across methods of reporting, ensuring reports are being provided that are accurate and consistent to the manner in which the other offices are preparing reports.
- Manage data for MyWorklife, HR system.

## Operational Support

- Work alongside the HR & Resourcing Coordinators to administer the new joiner process including facilitation of the induction programme, ensuring the appropriate paperwork is prepared, new joiner process is followed and new joiners experience a smooth arrival and feel welcomed into the Firm.
- Administer the leavers process, ensuring the appropriate paperwork is prepared, leavers process is followed, and payroll notifications are made. In addition, collect and collate exit interview data on a regular basis for leavers, in accordance with the wider firm HR department exit interview procedure.
- Direct staff queries to the appropriate department, escalate and prioritise matters as necessary.
- Assist the benefits team with the administration of the firm benefits.

## Essential Skills & Experience

- Strong attention to detail.
- First class analytical, prioritisation, organisational and task management skills.
- Strong interpersonal skills and the ability to create and maintain relationships with staff, managers and partners naturally and confidently.
- Proactiveness and initiative and the ability to continually seek out ways to improve processes and procedures and share ideas.
- Excellent judgement and reasoning skills.
- Good understanding of the importance of confidentiality and sensitivity.
- Team player, consultative and inclusive, prepared to travel to the London office when requested.
- Strong IT skills, particularly Excel, Word and PowerPoint.
- Human Resources experience is desirable but not essential.

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- Graduate or Graduate calibre with some office experience.

## The Firm

Clyde & Co is a leading global law firm, helping organisations successfully navigate risk and maximise opportunity in the sectors that underpin global trade and commercial activity and enable global prosperity, namely: insurance, aviation, marine, construction, energy, trade and natural resources. Globally integrated, we offer a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. We are committed to operating in a responsible way by progressing towards a diverse and inclusive workforce that reflects the communities and clients it serves and provides an environment in which everyone can realise their potential, using its legal and professional skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment including through a commitment to the SBTi Net-Zero standard and the setting of ambitious emissions reduction targets. The firm has 490 partners, 2400 lawyers, 3200 legal professionals and 5500 people overall in nearly 70 offices and associated offices worldwide.

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

## Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

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- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

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