



Job Title: HR Employee Engagement & Wellness Coordinator
Location: Egham

Role Overview

Working as part of the HR team driving and supporting employee engagement, wellbeing and learning & development to accomplish proAV's mission to improve the complete employee experience.

Key Responsibilities

Employee Engagement

- > Develop, implement and measure employee engagement plans and activities across proAV
- > Review current employee engagement levels
- > Work with HR and Marketing to develop and execute activities to increase employee engagement
- > Own and manage existing employee benefits and wellbeing provisions
- > Oversee new employees' induction into the organisation and follow the employee experience through to probation completion
- > Conduct exit interviews and collate data to report back to the HR Manager

Learning & Development

- > To identify and develop our employees' talents to their full potential aligned to the organisation strategy
 - > Work with line managers, managing the expectations of them and their team's development and career development.
 - > Working with department heads to assess both individual, departmental and organisational learning and development needs
 - > Gather feedback and evaluate success of learning interventions. Maintain associates training records
 - > Monitor performance both at work and their study requirements
-

HR Admin

- > Support in the management of the HR Inbox by responding to employee requests and redirecting to HR team within their specialist functions
- > Update and utilising HRIS to answer employee queries
- > General HR Admin support

Desirable skills

- > Adept at influencing others, problem solving and offering pragmatic solutions
- > Attention to detail
- > Good coordinator
- > Reporting skills
- > Ability to meet deadlines
- > Previous experience of managing the employee experience, learning and development and HR administration is an advantage.
- > CIPD qualified to level 3 or equivalent or working towards

Further Details

Salary: Dependant on experience
Reporting to: HR Manager
Department: Human Resources (HR)
Hours: 08:30-17:30, Monday-Friday, 40 hour week

Contact

Ash Searle
Recruitment & Deployment Manager

e: recruitment@proAV.com
t: 01784 487000

