

Job Description

Job title	HR & People Administrator
Team	C-Suite
Site	HIL Head Office, Hethel Engineering Centre, Chapman Way, Hethel, NR14 8FB
Responsible to	CEO
Salary	£18,000 per annum for 22.5 hours per week, calculated on a pro rata basis (full-time equivalent salary of £30,000 per annum based on 37.5 hours per week)
Part time role 3 Days per week	22.5 hours per week, working days and hours negotiable
Effective date	ASAP with preferred start date before 30 th April 2026

Role and Context

Role Overview

Hethel Innovation Ltd are seeking a highly proficient HR professional to join the business in this newly created role. The successful candidate will play a key part in supporting the wider organisation across recruitment, employee relations, and HR administration.

Acting as a trusted partner to leadership and management, this individual will serve as a central coordination point for all people-related matters, working closely with our external HR provider when specialist advice is required.

This is a pivotal role requiring sound judgement, strong attention to detail, discretion, and the ability to manage sensitive matters with professionalism and confidence.

Why Hethel Innovation

Our company is built by staff who have a shared ambition – to be a game changer for business. Every single person employed by Hethel Innovation has a direct impact on allowing us to deliver our vision to be the driving force for SME innovation. Our team make things happen.

We are open – we are approachable and flexible, working together with compassion, transparency, and respect.

We are bold – we take ownership, are proactive, are passionate. We are fearless in our thinking, actions, and approach.

We see beyond – we care about development, inclusion, and collaboration. We are creative and curious, focusing on the future.

We are excited by making a difference to businesses – whether that is through the business communities we curate, the support and advice or connections we provide, or the high-quality space we manage and operate at our growing network of innovation sites.

We are in a really exciting period of growth. Our 5-year strategy sets out the roadmap for this growth and our ambition to have a great impact on businesses and supporting their success.

We're inclusive and want our teams to be made up of people from a variety of backgrounds and experiences. If you think that you have the mindset, skills, and motivations to be a central part of delivering on our strategy, we would love to speak to you.

About You

- You want to be part of a small, high-performing team where HR and people processes are key to business success.
- You are curious about people, HR best practice, and business growth, and enjoy learning how HR can support the wider organisation.
- You are proactive in solving HR challenges, whether it's recruitment coordination, employee queries, or process improvements.
- You are comfortable handling sensitive situations, maintaining confidentiality, and communicating clearly with colleagues at all levels.
- You can see beyond immediate HR issues to identify trends, risks, or opportunities that impact the business.
- You take ownership and make things happen, whether managing onboarding, recruitment workflows, or employee records.
- You learn from experience and adapt your approach to complex HR situations.
- You are organised and capable of managing multiple HR tasks simultaneously, from payroll support to employee relations.
- You work independently but know when to involve the external HR provider or escalate to management.
- You celebrate team and individual successes and contribute positively to workplace culture.
- You enjoy collaborating with colleagues and stakeholders across the business to keep HR processes running smoothly.

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Principal Duties

Recruitment

- Coordinate end-to-end recruitment administration
- Schedule interviews across multiple stakeholders and manage candidate communications
- Liaise with recruitment agencies and job boards
- Support drafting and posting of job advertisements
- Maintain applicant tracking systems and recruitment records
- Prepare interview packs and candidate documentation
- Assist with offer letter preparation and onboarding documentation
- Coordinate background checks and reference processes

Employee Relations & HR Support

- Act as the first point of contact for employee queries and concerns
- Support disciplinary and grievance processes (in liaison with external HR provider)
- Assist with workplace investigations and conflict resolution
- Promote positive employee engagement and workplace culture
- Support managers with performance management processes, including PIPs
- Assist with leadership development and career progression initiatives
- Ensure compliance with employment legislation and company policies
- Manage absence, sick leave, wellbeing processes, and return-to-work documentation

HR Administration

- Maintain accurate and up to date employee records using our HR System
- Coordinate onboarding and offboarding processes
- Manage induction schedules for new hires
- Assist with preparation of employment contracts, amendments, and HR correspondence
- Support payroll preparation, working with the finance team
- Assist with benefits administration and employee queries
- Support implementation and communication of HR policies

Other Job Information (e.g. any special factors or constraints)

You will be expected to travel to meetings and events as required.

Person specification

Qualifications

Essential

Desirable

<ul style="list-style-type: none"> • CIPD Level 3 (or equivalent) in HR Practice • HR, Business Administration, or related qualification 	<ul style="list-style-type: none"> • Any additional training in employment law, wellbeing, or HR systems
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience in HR administration, payroll support, or recruitment coordination • Experience acting as a point of contact for employee relations or wellbeing queries • Experience liaising with external HR providers or consultants • Experience using HR systems to maintain employee records and manage HR processes • Exposure to onboarding, offboarding, and induction coordination 	
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Strong knowledge of HR processes, employment law, and compliance requirements • Competent in HR systems and Microsoft Office suite (Word, Excel, Outlook) • Ability to draft HR correspondence, contracts, and offer letters accurately • Familiarity with recruitment workflows and applicant tracking systems • Understanding of performance management processes, absence management, and employee engagement initiatives 	-
Key Competencies	
<ul style="list-style-type: none"> • High level of confidentiality and discretion • Excellent organisational and time-management skills • Strong communication and interpersonal skills • Ability to work independently and take ownership of tasks • Problem-solving and decision-making skills in HR contexts • Ability to manage multiple tasks/projects simultaneously 	

- Proactive approach to identifying opportunities to improve HR processes
- Resilient and confident under pressure
- Collaborative mindset with a team and external stakeholders

General Information

- The job description details the main outcomes of the job and will be updated if these outcomes change
- All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and considering the needs of our customers and the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people, and adults) and how to raise concerns
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management

The information in this job description is accurate and reflects the requirement of the role:

Line Manager: Chris Sargisson

Position: CEO

Date: March 2026