HR Apprentice - Human Resources
Reports to: HR Advisor with dotted line to area specialists.

This is a full-time 2-year fixed term position on Francis Crick Institute terms and conditions of employment. Once the apprenticeship is successfully completed, there is the possibility of ongoing employment with us.

Summary
The Francis Crick Institute is an independent biomedical discovery institute dedicated to understanding the fundamental biology underlying human disease. Our founding partners are the Medical Research Council (MRC), Cancer Research UK (CRUK), Wellcome, University College London (UCL), Imperial College London and King’s College London. We are based in a state-of-the-art building just opposite St Pancras Station in King’s Cross, London.

Our friendly and hard-working Human Resources team helps identify the best new recruits; finds appropriate development opportunities for staff and students; delivers excellent and dedicated administration; overcomes challenges with practical advice and support; and engages individuals and teams through a comprehensive reward package of pay, pension, life assurance and a wide range of wellbeing related benefits.

This will be an ideal first step for someone wishing to develop a career in HR. Over the duration of the apprenticeship, the successful candidate will have the opportunity to work with each of the five key areas within our HR team; gaining a broad, generalist knowledge:

- HR Operations
- HR Advisory
- Academic Training
- Reward & Benefits
- People Development

In addition to having their learning supported and assessed whilst doing the job; the apprentice will be required to attend classes on a regular basis and to undertake ‘off-the-job’ learning activities to gain the Knowledge, Skills & Behaviours associated with the HR Support Apprenticeship Standard. The apprentice will achieve the Level 3 Apprenticeship and the CIPD Level 3 qualification.
Key responsibilities

Support HR Operations by:

- Learning the basics elements of administering the employee life-cycle on the HR system
- Acting as the first point of contact for all HR queries
- Managing the administration and screening of non-employees on the HR database
- Providing an excellent on-boarding experience for new starters, including co-delivering HR inductions.

Support HR Advisory with:

- Applying and reviewing policies
- General HR advisory support and employee relations (ER) casework for the Science Hubs
- HR reporting
- Equality Diversity and Inclusion (EDI) and Athena Swan award support.

Support Reward & Benefits with:

- Implementation of the annual pay review (maintaining records, processing increases, preparing letters)
- Implementation of the Outstanding Contribution Review process (maintaining database and keeping all records up to date, preparing panel packs, processing increases, preparing letters)
- Responding to straightforward queries about Our Benefits, and refer others to the Reward Analyst/Specialist, as appropriate
- Processing and administration of monthly payroll.

Support Academic Training with:

- Administering the student lifecycle (recruitment, on-boarding, induction, departure).

Support People Development with:

- The delivery of learning events and courses (administering bookings; organising rooms and catering, audio-visual equipment set-up, meeting and greeting facilitators/trainers)
- Evaluating learning and development (L&D) events (sending out evaluations and impact questionnaires; creating written and visual reports from data provided)
- Assisting in designing and delivering learning events with the HR team as the target audience.
Key experience and competencies

The post holder should embody and demonstrate our core Crick values: bold, imaginative, open, dynamic and collegial, in addition to the following:

Essential

Qualifications, experience and competencies:

- Minimum of 5 GCSEs Grade C (4+) or above, including English and Maths
- A keen interest in Human Resources and willingness to learn and put in the necessary work to gain the Level 3 Apprenticeship and Level 3 CIPD qualification
- Previous experience of working in an office environment
- Good communication and interpersonal skills
- Ability to work as part of, and contribute to, a team
- Ability to maintain confidentiality and act with integrity
- Good numeracy skills, accuracy and attention to detail
- Ability to solve problems and take ownership until resolved
- Competent user of Microsoft Word and Excel.

Desirable

Qualifications, experience and competencies:

- Previous experience of working in an HR role
- Good customer facing skills
- Flexible and proactive, able to deal with changing priorities
- Motivated, self-starter, confident in putting ideas forward.