

HUMAN

ROLE PROFILE

HUMAN RESOURCES
PLACEMENT STUDENT

LANDMARC

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LOCATION: **WESTDOWN CAMP, TILSHEAD**

REPORTING TO: **HEAD OF HR**

Summary of Role

To provide proactive administrative and project support across all core Human Resources functions on a rotational basis, gaining hands-on experience and a holistic understanding of the employee lifecycle. This role will expose the student to practical applications of HR theory, support daily HR operations, and contribute to various HR initiatives in a dynamic work environment.

Duties of Role

Recruitment & Talent Acquisition

- Assist with the end-to-end recruitment process, including drafting and posting job descriptions on various job boards and social media platforms.
- Screen CVs and application forms to identify potential candidates and coordinate/schedule interviews.
- Prepare offer letters, employment contracts, and conduct pre-employment checks (e.g., right to work, references, background checks).
- Support the onboarding process for new hires.

Learning & Development (L&D)

- Coordinate internal and external training sessions, including managing delegate lists, booking venues, and preparing materials and resources.
- Help maintain training records and track employee participation in various L&D initiatives.
- Assist in the development and design of new learning materials and potentially update content on learning platforms.
- Gather feedback on training programs to support continuous improvement in employee development.

Employee Relations (ER)

- Support with general employee inquiries, escalating complex issues to senior HR professionals.

- Support with document preparation and note taking in formal meetings
- Help ensure compliance with company policies and relevant labour legislation, maintaining confidentiality in all sensitive matters.

Payroll & Benefits Administration

- Gather and verify payroll data, such as working hours, leaves, and bank account information, for accurate and timely processing.
- Input data into the HR Information System (HRIS) to ensure accurate and up-to-date employee records.
- Assist with the administration of employee benefits programs.
- Prepare and process HR-related reports and correspondence as needed.

General HR Administration

- Maintain and update both electronic and physical employee files, ensuring accuracy and data confidentiality.
- Perform general administrative duties, such as preparing HR documents, drafting internal communications, and managing departmental email accounts.
- Participate in ad-hoc HR projects, such as data audits or policy review

Ideal Person

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

What you know:

- Currently pursuing or recently completed a degree in Human Resources Management, Business Administration, Psychology, or a related field.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and a willingness to learn HR software (HRIS/ATS).

What you can do:

- Communicate clearly and confidently in writing, with the ability to interact professionally with employees at all levels.
- Organise and present information clearly, including supporting the visual presentation of reports and communications
- A strong work ethic, a proactive approach, and a desire to learn and take initiative.

- Ability to maintain strict confidentiality and handle sensitive information with integrity
- Excellent organisational and time management abilities, with high attention to detail.

Prerequisites for employment

- Full driving license valid in the United Kingdom.
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).
- In addition, the successful candidate will be expected to undertake a limited amount of UK travel as project needs dictate.
- The remote nature of some of the Landmarc sites and lack of public transport means that the successful candidate will need access to their own transport.

Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case, we must improvise, adapt and overcome to remain relevant to Our Mission.