

## Role Profile

**Job Title** : PA to Director of People & Culture/HR Department Coordinator  
**Department** : HR  
**Band** : Operations 2

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### Function of the department/section & main purpose of the job:

#### Department:

Talented people, in their many manifestations, lie at the very heart of Aardman's activities. The recruitment, development and training of people to the very highest level is absolutely critical to the continued success of Aardman as an Employee Owned company. The HR team ensures that Aardman has the right talent in the right place at the right time as well as ensuring that all HR operational activities and procedures are fully aligned with the Aardman values and culture.

#### Job Purpose:

To provide direct PA support to the Director of People & Culture and general HR Administration to the whole HR department. This role is the first point of contact for all internal and external enquiries into the department.

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### Duties & Responsibilities:

#### PA duties for the Director of People & Culture:

- Diary Management – Deal with & prioritise all meeting requests, visits, updates etc.
- To Coordinate and minute the fortnightly company meetings.
- To complete the HOD's weekly timesheets.
- To assist the Director of People & Culture with the HR, Training and talent budget forecasts and to manage day to day budget issues, monthly variances, issuing purchase orders, outgoing invoice requests, renewing professional subscriptions and coding incoming invoices etc.
- To organise ad-hoc Travel & Accommodation itineraries, petty cash, credit card reconciliations and expense claims.
- To take minutes for meetings on an ad-hoc basis, chase up actions etc.
- To produce agendas, minutes and chase follow up actions for quarterly Talent Group meetings.
- To represent the department at quarterly Company Health & Safety meetings.
- Clients/Guests - Organise tours for clients, visitors as requested.
- Liaise with Management Team PAs, Department PAs, Operations and other departments as required to ensure smooth communications including arranging quarterly PA group catch ups.
- Department Housekeeping – Organise supplies including, stationery, recycling, etc.
- Provide PA support for the Director of People & Culture's external Trustee role & other external commitments.
- In liaison with the MD's office help organise regular Board meetings – ensuring agendas and other information is prepared and distributed to relevant parties (Board, Trustees, and Partners) ahead of planned meetings.
- Ensure the Board is provided with timely and transparent, accurate information.
- Prompt relevant parties to follow-up on actions from meetings.
- Ensure decisions made are communicated to all relevant stakeholders.
- Maintain secure records of the above.

## **HR Department Administrator duties:**

- To open and distribute daily HR post as appropriate.
  - To ensure all paper and electronic employee files are set up and accurately maintained. This includes; managing the archive system, coordinating audits and securely disposing of files in accordance with GDPR.
  - To manage file duplication on the HR server.
  - To support the team with the processing of day to day documents/correspondence as required.
  - To manage all filing and scanning for the department and ensure it is kept up to date.
  - To organise gifts for leaving, maternity, birth, hospitalisation and long service awards, as appropriate.
  - To provide ad-hoc statistics and reporting, as required.
  - To arrange and conduct all first day inductions for new starters, including; taking copies of passports or documentation in accordance with the Immigration, Asylum and Nationality Act 2006.
  - To maintain various logs, including the passport log and complete audits when relevant.
  - To arrange Diversity & GDPR Training for all new starters who have over 3 months service and to chase as necessary.
  - To ensure the organisational charts are kept up to date.
  - To carry out general HR and Training related administration as requested, to include hoc projects.
  - To manage the speculative inbox and enquiries, ensuring the emails are appropriately responded too and shared internally if suitable.
  - To administer and record DBS checks within the company.
  - To record and monitor signing delegation forms.
  - To provide regular general admin support to the Aardman Academy team.
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**Responsible to:** Director of People & Culture

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## **Specific Functional Contacts:**

- Company-wide
  - Potential employees/work experience candidates
  - Recruitment agencies, schools, colleges, job centres, training providers
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## **Person Specification:**

- Previous experience of providing PA support or similar duties e.g. diary management
- 2 years minimum administrative/coordinator experience, ideally including HR Administration
- Excellent administrative and organisational skills with a high level of attention to detail
- Strong Communication skills
- Experience of maintaining systems & Knowledge and experience of using databases
- Excellent interpersonal skills and a good listener
- Intuitive and enthusiastic approach to problem solving
- Flexible, friendly and supportive approach to team
- Able to act on own initiative
- Ability to cope under pressure
- IT proficient – Microsoft Office (essential). (Maconomy training can be given.)
- Able to maintain a high level of confidentiality and diplomacy