

## HR Assistant

### People@Itox Team

### Pune, India

---

#### About the role

The People@Itox team is part of Corporate Services and has senior sponsorship at board level. As part of the People team, you will work with colleagues in leadership, sales, solution delivery and finance, as well as with close colleagues in our Group Corporate Services function.

We are expanding our team in Pune, and as part of this we are looking for an additional HR Assistant who would like to build a career with an international, independent software company. You'll share responsibility for the provision of full HR and recruitment operational support to Itox - all employees in Pune and across the group. The People team operates with high standards of customer service to advise colleagues in a sensitive, time and cost-efficient manner. We have a progressive outlook, advancing projects in development of new People based initiatives and are at the heart of organisational change and performance improvement.

We are looking for a service-oriented administrator with skills in communication, data management and reporting. We are looking for someone who is eager to learn. In particular, we would like you to already have had some experience in HR and/or Recruitment and to be committed to advancing your career.

This is a fantastic opportunity to bring HR data administration skills and in return learn from colleagues with a wealth of experience in HR within Professional Services and Technology, and with experienced business partners who will support your career development with on-the-job training.

#### Key responsibilities

##### HR Operations

- Maintenance and tracking of employee data
- Coordination of key processes related to employee movements – recruitment support, joiners, leavers, transfers etc.
- Supporting change – assisting review and upgrade of HR processes with senior colleagues.

##### Employee Benefits

- Point of contact for current information on company benefits
- Ensuring completion of administration related to status changes for individuals.

##### HR Support

- Provide current awareness of all relevant HR policies and procedures ensuring best practice and legal compliance, as an HR team representative (as required)
- Ambassador for HR and Corporate Services throughout the business and with potential candidates and alumni.

## Recruitment Operations

- Linking HR information flows on resignations, hiring approvals and start dates
- Assist with compliance routines – auditing @People and Recruitment folders against requirements and deletion schedules
- Assist with finding efficiencies for @People team: production of recruitment reports, statistics as requested.
- Adhere to Idox Information Security & Management System Policies.

### **To be successful, you'll need to bring:**

- Confident IT skills, especially with MS Office: Word, Excel, PowerPoint
- An understanding of principles of good data management
- Work experience as part of an HR team
- A respect for business and colleagues' confidentiality, as appropriate.

### **Additional desirable qualities:**

- An interest in the basics of employment law – Pune, UK and International
- Experience of HR and/or other Enterprise Resource Planning systems (Agresso)
- Good general knowledge of UK and local business.

---

## About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ around 500 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

---

## Our Values



### **Dynamism**

We shape our future



### **Responsibility**

We are accountable for our actions



### **Integrity**

We do the right thing



### **Valued**

We value each other



### **Excellence**

We set the benchmark for quality

# DRIVE

The core values taking us forward

## Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

---

## Our Benefits



### **Flex to Fit**

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.



### Family Friendly

We understand how important family is to our employee and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.



### Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.



### Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.



### Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.



### Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experienced colleagues and you will also have access to online and face to face learning modules including our Leadership Development Programme.



### Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our Pension Scheme operates on a Salary Exchange Contribution Basis so you will receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

## How to apply

Please submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why you feel you would be suited to this role to **join.us@idoxgroup.com**

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

## Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>