

People Assistant

People Team, Corporate Services

Office/Hybrid, UK

About the role

This is an exceptional opportunity to join the People team of Idox in a professional support role; a first step on a development path within our wide-ranging People function and service. Idox is a forward-thinking Software company, providing essential applications for government, 3rd sector organisations and companies. Please look us up here: [Idox | Software Solutions for Government & Industries \(idoxgroup.com\)](https://www.idoxgroup.com)

We are hoping to hire someone with a proven interest in People functions, who may have already studied towards a CIPD qualification or equivalent and is looking for their first corporate role in HR. As a key part of the People team, you will work with colleagues in Leadership, Sales, Product Delivery and Finance as well as close colleagues within our Corporate Services function.

The People team operates with high standards of customer service to advise colleagues in a sensitive and time efficient manner. Our people are our priority and we focus on employee engagement and creating an inclusive and diverse culture. Reporting to the People Business Partner, you will provide full operational support to our employees across the Group.

We are looking for a service-orientated administrator with skills in communication, data management and reporting. Previous experience in an HR environment is preferred but not essential as there will be opportunity to learn and develop in the role. To apply you should be eager to learn and develop your current knowledge, as we hope you will advance your career with Idox. You will be supported in your career development with on-the-job training and mentoring and given the time to improve your knowledge and participate in Group initiatives and projects as well as focus on your priorities and workflow.

Idox has a culture of flexible working and offers a comprehensive range of benefits to support well-being and a good work-life balance. Part-time could be considered. Home working is supported.

Key Responsibilities

People Operations

- Maintenance and tracking of employee data
- Action employee requests and enquiries
- First line support on a busy inbox, providing excellent and efficient service to our employees
- Provide reports and data information from our employee record system
- Support on employee life cycle e.g. onboarding, offboarding, transfers, internal changes
- Assisting review and upgrade of People processes with senior colleagues.

Employee Benefits

- Point of contact for current information on company benefits
- Engage with colleagues and promote what is on offer at Idox
- Ensuring completion of administration related to status changes for individuals.

Operational Support

- Provide current awareness of all relevant People policies and procedures ensuring best practice and compliance
- Work closely with Talent Acquisition team on recruitment campaigns and talent pipeline
- Adhere to Idox Information Security & Management Systems Policies.

To be successful, you'll need to bring:

- Confident IT skills, especially with MS Word, Excel, PowerPoint
- An understanding of principles of good data management
- Work experience as part of a busy HR or admin team
- Confidentiality and efficient time management skills.
- Positive attitude and keen to increase knowledge of HR practices
- Good communication skills both written and verbal.

Additional desirable qualities:

- CIPD - qualified or working towards
- An interest in the basics of employment law – UK and International
- Experience of People and/or other resource planning systems (Agresso)
- Good general knowledge of UK and local business
- You should be within easy reach of an Idox office in the UK.
Options include: Glasgow, Belfast, Manchester or Woking.

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 600 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>