



Apprentice Human Resources Administrator (Level 3) September 2024

Kick start your career in Human Resources!

Do you have a passion for working with people and want to ensure that employees experience a highly positive working environment? Would you like to work for a global technology company where you can directly support our employees and management teams whilst learning about different processes within Human Resources?

Our Human Resources (HR) apprenticeship programme will equip you with the knowledge, skills and experience in both specialist and generalist areas:

- Generalist HR, including Employment Relations, Employee Engagement and Recruitment
- Compensation, Benefits and Systems
- Culture, Wellbeing, Diversity and Inclusion
- Talent, Learning and Development
- Internal Communications

Empowering people, enabling innovation

Edwards is the brand name our customers have come to trust and rely upon, but we are also part of the much bigger Atlas Copco Group. We take pride in our globally recognised position as the leading technology partner and supplier of vacuum and environmental solutions in support of our customers productivity and environmental targets. Our team will not be limited by conventional thinking to offer technology-driven solutions, and this requires a huge variety of skills and capabilities. As a company, we are actively developing sustainable solutions that enable a significant reduction in our customers' environmental footprint, while also driving down our carbon footprint within the business through waste reduction and renewable energy projects.

One of our greatest strengths is the diversity of our workforce with people of all educational and cultural backgrounds working together. We believe that talent and diversity is the key to success and that everybody should feel valued and able to reach their full potential, both in their development and their contribution to the business.

What is the HR Apprenticeship?

The Edwards Level 3 Human Resources Apprenticeship lasts 16-18 months and will give you first-hand experience supporting a multi-national technology and engineering business. As well as lots of on-the-job learning, you'll also attend online tutorials which will equip you with relevant HR knowledge. Whilst in the workplace, you'll put the theory you have learnt into practice. You'll be involved in different workstreams to give you an appreciation of the different aspects of HR and you'll also learn about the wider business and our organisational goals and objectives.

You will have regular progress reviews which will give you invaluable developmental feedback from line managers, mentors and your training provider. Upon successful completion of the programme

you will eligible for Level 3 Foundation Certificate in People Practice from the Chartered Institute of Personnel and Development (CIPD).

Your role

- Handle enquiries and provide HR advice to colleagues in line with company policy.
- Work on a range of HR processes including coming up with new ideas and improvements.
- Use and follow HR systems to keep records up to date.
- Support our global specialists with the roll-out of HR projects and initiatives.
- Assist with producing Internal Communications content.
- Get involved in project activity to improve our policies, processes, and experiences for colleagues.

Location

You will be based in our Global Technology Centre in Burgess Hill, Sussex, a short journey from the vibrant seaside city of Brighton and Hove.

To succeed, you will need

- A minimum of five GCSEs at Grade C/4 or above, including English and Maths.
- A genuine interest in building a career in Human Resources.
- The potential to work with internal customers with a professional and helpful attitude.
- Strong written and verbal communication skills.
- Experience of Microsoft Office packages including Excel, PowerPoint and Word.
- Ability to work on own initiative with a proactive approach to challenges.
- Ability to work effectively as part of a team.

In return, we offer

- A starting salary of £16,000 with annual increases linked to performance.
- Other benefits include annual discretionary bonus, 25 days holiday plus bank holidays, hybrid working, health cash plan for free dental, optical and muscular-skeletal services, contributory pension scheme with up to 8% employer contribution, ride-to-work scheme, electric car scheme, Employee Assistance Programme.
- Sponsorship of Level 3 CIPD.
- A robust career development plan, including online learning modules and on the job training.
- Early Careers Community forum and a global network.
- Mentoring programme.
- Health and wellbeing initiatives including football, badminton and wellbeing webinars.
- Diversity and inclusion initiatives, including Diversity & Inclusion forum, Neurodiversity and LGBTQ+ employee groups.
- Paid volunteering leave days.
- Continuous support and coaching.