Human Resources (HR) Apprentice – Job Description

Position Title: HR Apprentice
Department: HR- Learning and Development
Division: Kohler Mira Ltd
Date Prepared: January 2020
Salary: £14,000

Kohler Mira operates under 3 successful brands: Kohler UK, Mira Showers and Rada. We have a strong history of apprenticeships and aim to offer valuable training and experience which benefit both our businesses and the individuals gaining them.

If you are enthusiastic, ambitious and driven, we challenge you to join us as a HR Apprentice, become a part of our ever-growing apprenticeship scheme, and take advantage of the opportunities we provide to develop your skills.

The Opportunity

We have an exceptional opportunity within the Human Resources (HR) team for a HR Apprentice to play a key role in delivering our exciting Learning & Talent Development plans. Reporting in to the HR Manager - Talent, this role offers the appointee the opportunity to get involved in a wide range of initiatives, adding value to an already successful business.

Your apprenticeship will last for 24 months, during which time you will support the development and delivery of our digital learning plans, business-wide training and development initiatives, HR coordination and administration. This role will work closely with the Learning & Development team, and broader HR team to develop a sound knowledge and understanding of the HR function, creating solid foundations for a career in the organisation, along with opportunities to build experience outside of Kohler Mira HR. You will be taught, and will put into practice, skills which will be key for a junior HR role.

Specific Responsibilities

- To support the Learning & Development team with the development and delivery of associate and management training programmes and initiatives.
- Lead coordinator for our online Learning Management System (Kohler Career Management) to ensure that all courses are available on line for registration and the relevant pre work and post course evaluation material has been distributed to delegates.
- To support the Learning & Development team with ongoing analysis and evaluation.
- Lead coordinator for day to day management and administration of course facilitation including venue bookings, training materials, promotion and associated arrangements
- Lead digital learning co-ordinator for the department. This will include the design and creation of digital learning material (e.g. videos and e learning).
- To support the wider HR & Learning & Development teams in the delivery of other projects and activities, including global projects and opportunities, where applicable. This will include tasks relating to recruitment, induction and other aspects of employee support.
- Dependent on your previous level of qualification, you will start by studying a Level 3 or above Human Resources qualification, with a CIPD (Chartered Institute of Personnel and Development) certification, recognised as industry best practice.

Where applicable, you will also experience business functions outside of HR to gain a full understanding of our business.
Regular time for self-reflection and review, and one to ones with your manager will be in place. You will also be able to access, and utilise, our comprehensive Associate training courses and materials. This will support you to regularly review your strengths and areas for development, and for two-way feedback.

As an apprentice you will also:

- Support and be a part of the Kohler Mira Apprentice Community
- Support STEM at Kohler Mira
- Participate in Charity events
- And more!

**Organisation**

- Frequent contact with all levels in departments throughout Kohler Mira including Customer Services, Sales, Marketing, NPD, operations and HR

**External Business**

- STEM and outreach partners including schools, colleges and universities

**Required Skills and Experience**

- A minimum of 5 GSCEs (A*- C or 9 - 4) to include English, Maths and Science
- Successful completion of Level 3 qualification (e.g. A-Level, BTEC etc.) with grades (or predicted grades) equating to 96 UCAS points or above (typically 3 C’s at A-level).
- Suited to students with an interest in organising activities, training and development, supporting people, coordination and project management, using digital technology.
- Strong desire to learn and develop, self motivated, using open thinking and able to easily adapt to new ways of working
- Able to demonstrate involvement in extra-curricular activities. This may include: Hobbies or voluntary work, previous work experience, involvement in personal or school based business initiatives (e.g. Young Enterprise)
- Good IT skills - A working knowledge of Microsoft office programs is sufficient and ability to pick up new software. No previous experience in creating online learning is necessary.
- Able to demonstrate a strong work ethic and ability to work as part of a team, e.g. through part time employment and/or voluntary activities

**Core Competencies**

**Build trust:**

- Can do attitude and approach
- Support other and get involved
- Be a team player

**Drive Continuous Improvement:**

- Open to new things/adaptable
- Proactive and able to use your initiative
• Able to prioritise your time to achieve results

**Focus on the End Customer:**
• Inquisitive to learn and understand
• Can deal with ambiguity – able to make insights from different information and work on different projects
• Understand, and consider, the impact on the end customer

**Set High Standards of Performance:**
• Organised and structured in your approach
• Hard working/conscientious
• Take ownership of your work

**How to Apply**

Applications can be made via our website: [www.mirashowers.com/earlycareers](http://www.mirashowers.com/earlycareers)

If you would like further information in advance of applying, please contact earlycareers@mirashowers.com Your application should include both a:

• CV outlining any relevant qualifications, skills and achievements
• Personal statement outlining why you want an apprenticeship with Kohler Mira (max. 400 words)

**Applications close on Wednesday 12th February.**

*If your application is successful at stage 1, the next step will be to attend a mandatory assessment centre on Wednesday 4th March 2020. Please ensure you are available to attend before submitting your application.*