

ROLE DESCRIPTION

Job title	Group HR Apprentice	Role Holder:	
Reporting Lines:	Group HR Business Partner	Location:	Lancashire Insurance Services Ltd, London

1. Purpose

The HR Apprentice will be supporting the Group HR Team in providing HR Administrative support across offices in London, Bermuda, Australia, and the US.

2. Specific Responsibilities

- Provide all HR and administrative support on onboarding, offboarding, recruitment, , benefits administration, and the HR system.
- Supporting and managing the process for Contractor renewals.
- Saving and updating documents in the teams' shared folders.
- Managing the probation process by sending emails and discussing any relevant extensions.
- Issuing letters regarding employment where required.
- Updating job descriptions across the business.
- Updating organisational charts.
- Supporting the team with collating data for audits.
- Processing invoices in a timely manner.
- Managing background screening process for new joiners and periodic background screening for regulated roles under the Senior Managers & Certification Regime (SM&CR) with the support of the other Administrators.
- Supporting the other Administrators with management of the HR Inbox.
- Updating the HR system where appropriate.
- Supporting the team with any Training requirements.
- Adhoc support on any HR projects as required by the Business Partners.
- Any other duties as required.

3. Essential Skills & Requirements

- Well organised with strengths in prioritisation and communication.
- Accuracy and attention to detail with high standards.
- Ability to maintain high confidentiality across all aspects of the role.
- Excellent written and verbal communications and interpersonal skills.
- Strong Customer Service ethos, with proven resilience.
- Excellent IT skills including MS Office, Word, and Excel.
- A positive, adaptable, and professional working attitude is essential.

4. Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, and considerate of our environment and wider society, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.