

Job Description

Title: HR Apprentice
Department: Human Resources
Location: Cannon Street, London, with some working from home
Reports To: Senior HR Business Partner, ISS
Job Type: Fixed term contract (two years)
Apprenticeship: <https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support-v1-1>

Introduction

The Chief People Office (CPO) department supports the business to ensure the effective management and development of the talent in our organisation, and the effective communication strategy for all our business and regions.

It involves having oversight of all aspects of human capital management and corporate affairs which includes a number of areas of expertise working together collaboratively - talent acquisition, talent management and development, compensation and benefits, employee relations and organisation development, HR Business Partnering (HRBP), Corporate Communications and Editorial.

What you'll be doing:

We don't expect you to come straight in and know everything about what we do. As an apprentice, we'll help make sure you get the most out of your time with us.

You'll create better collaboration between the different business lines in HR support offerings and drive value add through consistent HR guidance for our UK based client groups.

You'll focus on the following areas: employment life cycle, HR policies and procedures, including improvements, reporting, simple employment relations issues, change programmes, manager training, regulatory change impacts, compensation and performance review process support, induction and ad hoc projects.

You'll be given responsibility for your own projects and initiatives, and you'll be encouraged and supported at every stage of your apprenticeship to develop the skills and experience that will help you to build a long and successful career.

What we look for:

You don't need to have a customer focused or business related background, but an interest in people, client satisfaction and problem solving are attributes we admire.

You will have the ability to build rapport and networks with fellow employees internally and will look for new ways to improve the support we offer our client group through showcasing Fidelity's values of integrity and trust.

The work you'll be doing takes attention to detail and technical skills, and you'll need to be able to make decisions based on your analytical skills as well as being able to communicate effectively.

We welcome applications from students from all educational backgrounds. If you're inquisitive and ambitious, an apprenticeship at Fidelity could be a great opportunity for you.

As a minimum requirement you'll need to:

- Have achieved at least 5 GCSEs (A* - C or 9 - 4) two of which we prefer to be English and Maths
- **Be available to join us in September 2021**
- Have good computer skills (knowledge of Microsoft Word, Excel and Power Point preferred)
- Have excellent communication skills

Our clients come from all walks of life and so do we. We are proud of our inclusive culture and encourage applications from the widest mix of talent, whatever your age, gender, ethnicity, sexual orientation, gender identity, social background and more.

As a flexible employer, we trust our people to perform their role in the way that works best for them, our clients and our business. We are a disability-friendly company and would welcome a conversation with you if you feel you might benefit from any reasonable adjustments to perform to the best of your ability during the recruitment process and beyond.



Training and Development

Over your two-year apprenticeship programme, you will be based in our Canon Street Office, where you'll not only learn how our HR team contribute to making our organisation work seamlessly, but also build your knowledge of the wider business.

You'll start your apprenticeship with a mini induction, during which we'll introduce you to investment management and how it fits into the City. After that, there are many more ways to develop your skills as your apprenticeship progresses.

At every stage, your development will be underpinned by the best apprenticeship training and professional certified courses.

Unlike other firms that hire on a volume basis, we take on a select number of apprentices. You will be highly valued here, so your development is heavily invested in from day one.

Social and networking events will help you get to know our people and culture. All the while you'll be learning on the job, working to clear goals and understanding your own potential.

Future Opportunities

During your time with us you'll get to learn even more about what you enjoy, what you're great at, and how to develop the career path that's perfect for you. Our apprenticeship programmes may even lead to full-time opportunities, if that's what you're looking for.

How to Apply

Please submit your application, including CV [here](#) by **Friday 09 April 2021 at 5pm**.

We've worked hard to ensure our new process is fast and efficient. That means our application deadline is not about just 'getting your foot' in the door by 09 April, you need to apply and pass the online strengths-based assessments by 09 April 2021 at 5pm.

All assessment centres will take place in April 2021.

For any enquiries regarding your application, you can reach us at earlycareersatfidelity@fil.com.

About Fidelity International

Fidelity International offers investment solutions and services and retirement expertise to more than 2.4 million customers globally. As a privately-held, purpose-driven company with a 50-year heritage, we think generationally and invest for the long term. By combining our asset management expertise with our solutions for workplace and personal investing, we work together to build better financial futures.

Our people are passionate, engaged, smart and curious, and we give them the independence and the confidence to make a difference. While we take pride in the excellence of our investment solutions and client service, we know we can always do better. We are honest, respectful and make tough calls, challenging the status quo to achieve better outcomes through innovation. Above all else, we always put our clients first.

We know that having a diverse range of employees and an inclusive environment where people can be themselves leads to better business and Fidelity is about creating a culture where people's differences are welcomed, encouraged and celebrated.

Our Values

All our people must be able to demonstrate affinity with the Fidelity core values:

Integrity – Doing the right thing, every time and putting the client first

Trust – Empowering each other to take the initiative and make good decisions

Our Behaviours

All our people must be able to operate in accordance with our behaviours:

Brave - Challenging the status quo, being accountable and speaking up

Bold - Acting with conviction, encouraging diverse thinking and keeping things simple

Curious - Learning to do new things in better ways and encouraging fresh thinking

Compassionate - Having empathy, caring for colleagues, clients & community