

Janus Henderson Investors Job Description

Role: HR Apprentice (18 Month FTC)
Location: London
Department: Human Resources

The company

We are a leading independent global asset manager, dedicated to delivering the best outcomes for our clients through a highly diversified range of actively-managed products. We are truly global, supporting our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives. We build client trust by being dependably excellent in all things, and we put the client at the heart of everything we do. Our high-energy and collaborative culture at Janus Henderson helps our client achieve their goals and ensures that our people love the place they work.

The department

The Human Resources department at Janus Henderson Investors is high profile and prides itself on the relationships and influence it has developed across all levels of the firm. The team is set up to provide proactive advice, thus supporting a range of specialist functions in both their day to day and more strategic business needs. The department is formed of smaller specialist teams that work together to provide the best level of expertise in all areas, including Generalist, Recruitment, Learning and Development, Reward and Pensions.

Overview of the role

This role is a Level 3 HR Apprenticeship which is a work based qualification combining practical training in a job and study. The apprenticeship is an 18 month fixed term contract. Full on the job training is provided by Janus Henderson, with a full apprenticeship package delivered by Avado in the workplace.

You will work alongside the HR Coordinators and provide effective and accurate administration of HR employee interactions and transactions. You will be part of the HR Coordinator team who are the main point of support for the HR Business Partner team, as well as partnering with the specialist teams (compensation, recruiting, operations and L&D) to carry out the department's objectives.

The Investment20/20 programme

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.

Duties and responsibilities

You will:

- Help manage the HR Admin inbox and respond to employee inquiries and requests in a timely manner, determine what is needed, track down the answers or assist by navigating the employee to the right resource within Janus Henderson

- Carry out right to work checks

- Draft new contracts, contract extensions, changes to terms and conditions letters. Ensure employee files, both online and paper are maintained
- Submit new joiner details to our third party reference provider and follow up on any queries
- Complete the probationary period process
- In conjunction with the HR Business Partners, process all leavers, including letter production, administering the exit surveys and conducting exit interviews where appropriate
- Approve and process season ticket loans and liaise with Trainline to ensure they are delivered on time. Process weekly Trainline invoices
- Produce letters regarding maternity, paternity, unpaid and parental leave
- Assist the HR Operations Coordinator in managing employee self-service queries
- Ensure job descriptions are formatted correctly, have been processed through Textio and added to employee CareerSpace profile and central file location
- Enter and communicate employee transactions in the HR system of record such as pay changes, transfers and terminations. Ensures that employee data is accurate in HRIS systems
- Ensure holiday records are up-to-date and accurate on the HR system. Assist with any holiday related queries
- Assist the Talent Acquisition team where needed with candidate follow up and new hire set up process
- Assist the benefits team where needed with responding to benefits questions and data checking
- Responsible for maintaining paper based and electronic files and ensuring that all documents are filed correctly and in a timely manner
- Responsible for keeping the filing room in order, ensuring files are in the correct place or archived in a timely manner
- Support the HR team in all administrative projects and other ad-hoc projects as and when required. This may include assisting with exit interviews and maternity meetings
- Carry out additional duties as assigned

Technical Skills and Qualifications

- At least 5 GCSEs at Grade C (4) or above (or equivalent) including English and Maths
- Good knowledge of Microsoft Excel, Word and PowerPoint

Competencies required

In addition to putting clients first, acting like an owner, and succeeding as a team, the competencies for this role include:

- A can do approach and interest in learning about an HR function
- Good organisational skills
- Excellent attention to detail
- Strong communication skills – both verbal and written

- Ability to work well as part of a team
- Confidence when communicating with employees and managers
- Able to work well independently
- Ability to handle sensitive and confidential information in a professional and appropriate manner
- Have initiative and be proactive
- Able to prioritise duties and responsibilities and work effectively under pressure to meet deadlines

Ongoing competence in the role to be assessed, in line with applicable regulatory requirements, by:

- Annual performance appraisal
- Completion of all assigned compliance training

Compliance requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first, act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if additional guidance is required
- Understand and abide by all Janus Henderson policies applicable to your role, and seek support/guidance of the policy owner guidance when required
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

We are an equal opportunity / affirmative action employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

FOR INTERNAL HR USE ONLY

Reporting line:	HR Business Partner
Job Code:	50044033
Date created/Revised date:	June 2021

Entity	Regime	Function	Regulated
N/A	Certification Regime	[E.g. Client Dealing/ Managers of Certified Staff]	No
N/A	Senior Managers Regime	[E.g.] SMF3	No
N/A	K&C (MiFID II)	N/A	No
N/A	FLSA (U.S. only)	N/A	No
N/A	AML Reg 21	N/A	No

