



Bridgwater Town Council



HR Coordinator

RECRUITMENT PACK



Appointment of HR Coordinator

This is a part-time Fixed-term Maternity Cover

Start date: 12 October 2026

End Date: 27 August 2027

30 hours per week - Monday to Friday to meet business needs

Salary Scale SCP: 13 (£30,023 pro rata)

The HR Coordinator provides practical and efficient HR support across the employee lifecycle, helping to ensure that HR processes, payroll information and employee records are accurate, timely and well organised.

Working closely with managers, employees and other stakeholders, the postholder will coordinate recruitment and onboarding, maintain the HR system, administer monthly payroll and provide day-to-day support on HR processes and queries.

The role requires a high level of accuracy, confidentiality and organisation, together with a helpful and approachable style.

As HR Coordinator, you will:

- Coordinate and process the Council's monthly payroll
- Act as an approachable first point of contact for routine HR and payroll queries
- Coordinate recruitment administration from approved vacancy through to appointment.

The ideal candidate will be:

- Efficient in processing or administering payroll
- Demonstrate experience of working within HR
- Have good communication skills and the confidence to work with managers, employees and other stakeholders

Would you like to know more? To obtain an information pack with full details of the role and application form, please visit our website www.bridgwater-tc.gov.uk/vacancies

Completed application forms should be sent to: hrdmin@bridgwater-tc.gov.uk

Closing date for applications: 18/09/2026

Interview date: TBC

Please note CVs will not be considered.

If you would like to discuss this position, please contact the HR department on
01278 427692

Appointment subject to satisfactory references



**Town Hall
High Street Bridgwater
Somerset
TA6 3AS
Tel: 01278 427692**

JOB DESCRIPTION

JOB TITLE:	HR Coordinator
PLACE OF WORK:	Bridgwater Town Hall
SALARY:	£30, 023 Pro Rata (SCP 13)
HOURS OF WORK:	30 Hours Per Week
REPORTS TO:	CEO

A PURPOSE OF THE ROLE

To play a key role in delivering a friendly, efficient and reliable HR service across the Council. You'll help keep the employee journey running smoothly, from recruitment and onboarding through to payroll, HR systems and ongoing employee support, working closely with managers, colleagues and the wider HR team.

This is a varied, hands-on role where accuracy and organisation really matter, but so does being approachable and helpful. You'll be someone people can turn to for practical support, helping us make sure our HR processes work well and that employees have a positive experience throughout their time with the Council.

B MAIN RESPONSIBILITIES

A key part of the role will be taking responsibility for the administration and processing of our monthly payroll, including:

- gathering and checking payroll changes and information;
- processing payroll accurately through our HR/payroll system;
- working with managers and relevant stakeholders to resolve queries or missing information;
- checking payroll information before it is finalised;
- distributing payslips securely through the system; and
- responding to routine payroll queries from managers and employees.

Alongside payroll, you'll support the wider HR function by:

- maintaining accurate employee records and our HR system;
- processing new starters, leavers and contractual changes;

- coordinating recruitment and interview administration;
- completing pre-employment checks and onboarding;
- preparing routine HR correspondence and documentation;
- supporting the administration of sickness absence, probation, family leave, 1:1s and appraisals;
- producing routine HR reports and management information; and
- providing friendly, practical support to managers and employees on everyday HR processes.

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies. Face to face, virtual, telephone, written and electronic communication.

Working Environment

Based at The Town Hall. The Council operates a smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings. All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Bridgwater Town Council Values

To work in a way that embodies the Council's values: -

Adaptable Accept and work with change	Forward thinking We start with the end in mind
Willing to adapt work practices to support team members working together to resolve issues, meet targets, deadlines, and challenges. Move out of our comfort zone and question how you do things. Work with others to meet joint challenges and reduce duplication.	Initiative: We are proactive and use our creativity to identify and resolve problems. Strive for excellence: We will seek innovative solutions to reduce costs, identify new ways of working and generate income. Plan ahead – anticipate outcomes ahead of changes. Use new technologies and working practices to make service improvements and reduce costs.
People Orientated We are one team with common goals.	Integrity We are honest and open in all our dealings and deliver on our promises.

Customer focussed: We understand and aim to meet our customers' diverse needs, treating them fairly and with respect. Expertise: We recognise and value the differences, skills, knowledge, and experience of all in our team. Empowerment: We encourage team members to take initiative. Listen to improve: Engage with residents and staff - be seen, invite feedback and consult with them to inform our improvement plans. Always be approachable, calm, and respectful. Clearly communicate our decisions, without using jargon.	Accountable: We are accountable for our actions - admit mistakes, put them right and learn from them. We challenge poor or unfair practice and feedback. Keep personal data confidential and secure. Consistency: We ensure consistency and transparency in all we do. Professionalism: We act professionally in challenging situations.
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Equal Opportunities and Anti-Discriminatory Practices

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

Environment / Sustainability

To support Bridgwater Town Council's Environmental initiatives and consider the environmental impact of all activities undertaken.



HR Coordinator

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	Good standard of education, including strong literacy and numeracy skills, with the ability to complete basic reporting, schedules, and customer-facing documentation.	CIPD Level 3 qualification or working towards a recognised HR qualification.
Communication Skills	Good written and verbal communication skills. Able to communicate clearly, professionally and sensitively with employees, managers and other stakeholders. Able to explain routine HR and payroll information in a clear and accessible way.	Experience of adapting communication style to suit different audiences and situations.
Knowledge and Experience	Experience of working in an HR, payroll or people administration environment. Experience of using HR, payroll or similar business systems. Experience of maintaining accurate records and handling confidential or sensitive information.	Experience of recruitment and onboarding. Experience within local government or the wider public sector. Basic understanding of employment legislation and data protection requirements.
Skills	Strong administrative and organisational skills with excellent attention to detail. Confident working with numerical information and checking data for accuracy. Able to prioritise workload and meet regular deadlines, particularly fixed monthly payroll deadlines. Practical, helpful and collaborative approach to working with others.	Experience of producing routine reports or management information. Experience of supporting improvements to administrative systems or processes.

Information Technology	Confident and effective use of IT systems to support day-to-day work and reporting.	Previous experience of using an integrated HR and payroll system.
Other	Able to maintain a high level of confidentiality and discretion when dealing with employee information. Able to work effectively within a parttime working pattern and organise workload around key deadlines. Approachable and committed to providing a helpful, professional HR service.	An interest in developing broader HR knowledge and experience.