



# Gilbert Gilkes & Gordon Ltd

Candidate Brief

## The Appointment

Role Title	People (HR) Assistant – Fixed Term Contract
Reporting to	HR Manager
Company	Gilbert Gilkes & Gordon Ltd
Website	<a href="http://www.gilkes.com">www.gilkes.com</a>
Based	Kendal, Cumbria
Remuneration	Up to £31,193 (dependant on experience)
Other Benefits	Flexible Working, Generous Pension Scheme (Employer 10% contribution & employee 4%), Enhanced Family Leave, Cycle to Work Scheme, Life Insurance (3x annual salary), Access to OH / EAP, Company sick pay, 25 days holiday plus bank holidays (and the option to buy more!), Free tea, coffee etc and much more...

### Overview

Gilkes is looking for a motivated and organised **People Assistant** to join the Human Resources Department on a Fixed Term Contract for 16-18 months.

The People Assistant plays a crucial role contributing to various aspects of the HR and payroll administrative functions. This role will be responsible for assisting with various tasks related to payroll processing, employee onboarding, engagement, and general HR support.

### Responsibilities

#### HR

- Assist in the onboarding of new employees including offer letters, contracts, inductions, setting up new starters etc
- Organise overseas travel and subsistence via associated travel agency
- Administration of benefits such as pension enrolment, buying holiday, medical cover etc
- Maintain company training log and arrange training where required
- Support initiatives aimed at fostering a positive and inclusive workplace culture

#### Payroll processing

- Manage and execute end-to-end payroll processing ensuring accuracy and timeliness
- Review timesheets, calculate overtime and process payroll deductions and adjustments
- Stay informed about changes in legislation and other regulations affecting payroll

### The role

We are seeking a positive and approachable team player with a 'can do' attitude. You will be able to work methodically with the ability to prioritise work to deadlines. The role requires an analytical thinker who can bring energy and positivity to a well-established HR team. The role has the following key elements:

- **People Skills** – the ability to effectively interact, communicate and build relationships with others.
- **Managing Data** – ensuring high level of attention to detail and data accuracy across all platforms.
- **Integrity** – the ability to handle sensitive payroll information with discretion.

### Experience & Knowledge

- 3 A Levels or equivalent (112 UCAS points) or relevant experience
- Knowledge of HR policies, procedures & best practice
- Knowledge and experience in payroll administration and processing
- Knowledge of payroll legislation and regulations
- Excellent IT skills including MS Office (excel, outlook and word)

To apply, please forward your CV to [recruitment@gilkes.com](mailto:recruitment@gilkes.com). Closing date: 19<sup>th</sup> January 2023. We reserve the right to close this vacancy early if we receive sufficient applications for the role.



## Background

Gilkes delivers innovative, single source solutions to the Small Hydropower & High Horsepower Engine markets.

Working meticulously with our customers to ensure the very best in product design, total cost of ownership & operational excellence, our range of hydropower turbines and engine cooling pumps deliver solutions to meet the most demanding of technical specifications and environments.

With international credentials earned in over 85 countries, a Royal Warrant and over 165 years of design and manufacturing experience behind us, we are small enough to be agile and responsive, whilst large enough to have the technical and engineering competence needed to be one of the world's leading brands.

Headquartered in Kendal in the English lake district, Gilkes is an independently owned business with circa 160 employees across the world.

We have manufacturing sites in Kendal and Houston, Texas as well as a sales office in Tokyo, Japan.

## Our Purpose

Our values-based approach has been shaped from a 165 year heritage as a family-owned business. We believe in developing ethical business relationships with a positive environmental focus that bring about long-term sustainable success. Our people are committed to ensuring that Gilkes' products make a meaningful difference & provide a platform for the transition to a low carbon economy.

## People & Culture

We strongly believe that our people are the ultimate differentiator & are at the heart of everything we do. It is their passion, creativity, hard work & dedication that enables Gilkes to grow & prosper.

Gilkes invests in its people & in developing a positive organisational culture.

Our four key values are:

- Teamwork
- Integrity
- Excellence
- Commitment

## Current Position & Context

Gilkes is moving fast to adapt to an ever-changing economic environment, ensuring we continue to be relevant in our chosen markets.

The organisation recently carried out a strategic review & adjusted its cost base in response to the pandemic.

Pumps is seeing growth & we have had huge interest in our new small marine pump from all of the big players including Caterpillar, Volvo, Scania & John Deere.

The small Hydro market is trending towards energy recovery & we are well placed to fully exploit this with our current product portfolio.

The Hydro aftermarket, especially in the UK, offers real growth prospects for Gilkes and we are aligning Service, Modernisation and Electrical to take full advantage of these opportunities.

## Our Business Model & Strategy

<p><b>What we do...</b></p> <p>We leverage opportunities through our expertise, dedication &amp; agility</p>	<p><b>Client Acquisition &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Our customer-facing teams build &amp; maintain a dialogue with clients based on openness &amp; transparency</li> <li>• We build &amp; maintain our customer relationships based on ethical behaviour</li> </ul>	<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Our aim is to deliver projects 100% on-time-in-full</li> <li>• A formal process exists to ensure the most efficient use of resources &amp; competencies</li> </ul>	<p><b>Product Life Cycle Management</b></p> <ul style="list-style-type: none"> <li>• We actively manage &amp; support our products as they transition through their life cycle from New &gt;&gt; Spares &gt;&gt; Service &gt;&gt; Refurbishment</li> </ul>
<p><b>How we do it...</b></p> <p>We continually improve our products &amp; services to support our customer's success</p>	<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• When required by our customers, we go the extra mile without question</li> <li>• We stand by our products &amp; believe in doing what we said we would do</li> </ul>	<p><b>Focus on Productivity</b></p> <ul style="list-style-type: none"> <li>• Business Excellence is embedded throughout the organisation</li> <li>• We critically review our end-to-end business processes to eliminate non value-added practices</li> </ul>	<p><b>Expanded Offerings</b></p> <ul style="list-style-type: none"> <li>• Expanding our product offerings to meet our customers' needs</li> <li>• Offering solutions with unique value propositions</li> </ul>
<p><b>Our competitive advantage...</b></p> <p>We strive to maintain a high performance workplace for our employees to excel</p>	<p><b>Our People</b></p> <ul style="list-style-type: none"> <li>• We believe our people are the ultimate differentiator</li> <li>• We are working to create a culture of empowerment &amp; achievement</li> </ul>	<p><b>Our Processes</b></p> <ul style="list-style-type: none"> <li>• High productivity is a competitive advantage</li> <li>• Our processes are designed &amp; managed to optimise stakeholder value</li> </ul>	<p><b>Our Agility</b></p> <ul style="list-style-type: none"> <li>• We use mechanisms to identify changes in the external environment &amp; translate these into potential opportunities</li> <li>• We are continually developing our technology portfolio to meet these opportunities</li> </ul>

## Structure & Governance

The Board		Approves strategy & leads Gilkes to achieve long-term success	
<b>Chair</b>		<b>Executive Directors</b>	
<ul style="list-style-type: none"> <li>Leads the Board &amp; ensures it operates effectively</li> <li>Maintains a culture of openness &amp; debate</li> <li>Ensures effective dialogue between the Board</li> </ul>		<ul style="list-style-type: none"> <li>Day-to-day management of the business</li> <li>Implementation of strategy</li> </ul>	

The Management Team	
<p>Responsible for the ongoing management of the business. Runs the business day-to-day &amp; delivers performance in line with the strategic plan. Meets on a monthly basis led by the CEO.</p>	<ul style="list-style-type: none"> <li>Responsible for the development &amp; delivery of business plans &amp; forecasts</li> <li>Monitoring of operational &amp; financial performance</li> <li>Health &amp; safety management</li> <li>Improving quality standards</li> </ul>

## Some of Our Customers

### Hydro

				
				
				

### Pumps

				
				
				