

## **Administrative Co-ordinator**

### **Why join S4C?**

At S4C, we are passionate about creating a positive, energetic and inclusive work environment that reflects our core values:

Be Your Best, Proud of S4C, Celebrate Everyone, Go For It.

This is an exciting time to join our team as we continue to nurture a work culture that puts people at the heart of the organisation. We are looking for a dynamic, empathetic and energetic individual that lives our core values to join our People and Culture team.

### **Job Overview**

We are seeking a highly organised and detail-oriented individual to support the Operations and People and Culture team in a critical project to co-ordinate our physical storage requirements across our teams.

The role will involve working systematically through a large volume of boxes containing historical paper records, reviewing their contents, digitising records where appropriate, and identifying items to be retained, transferred to digital storage, or securely disposed of in line with GDPR requirements.

In addition, the successful candidate will support the organisation and compliance of shared digital folders and contribute to improving document management standards and reducing reliance on physical storage in the future. This role will be essential in ensuring an orderly and secure transition from paper records to digital systems, streamlining operational processes and improving compliance across the department.

### **What will you do?**

#### **Paper File Review & Digitisation:**

- Working through boxes of paper documents from various departments, organising and sorting the contents in a systematic manner.
- Review paper-based personnel files against internal retention schedules.
- Identify and securely destroy documents that fall outside of retention periods.
- Scan and digitise documents that are still required to be retained.
- Name and file digital documents accurately within the new HR and Operations filing system.

#### **Shared Folder Review & Clean-Up:**

- Review digital files in shared folders to assess compliance with retention schedules and GDPR.
- Delete files that are no longer required or fall outside of the retention period.
- Move and refile retained documents into an organised and secure digital filing structure.

#### **Data Protection & Confidentiality:**

- Handle all documents with strict adherence to GDPR and data protection policies.
- Ensure all paper and digital files are managed securely throughout the process.
- Maintain records of files destroyed or moved as part of the audit process.

#### **Collaboration & Communication:**



- Work closely with the People and Culture Business Partners, Data Protection Officers and other team members to align filing structures and retention decisions.
- Provide regular updates on progress and flag any concerns or uncertainties regarding document retention.

## **You will also ensure that you:**

- Are aware of S4C's strategy and take personal responsibility to follow all our policies and procedures as required, which includes working within health and safety guidelines, diversity and inclusion, data protection, financial guidelines, and so on.
- Contribute in a positive way towards creating a culture and achieving S4C's strategy.
- Contribute to and support the use of the Welsh language in the workplace.
- Collaborate with your line manager and be proactive in managing and developing your own performance.
- Ensure you work in a positive, cooperative, inter-organisational manner, developing excellent services and ensuring a positive, energetic, and inclusive work environment that treats everyone with respect.

## **You'll be successful in this role if:**

- You are organised, detail-focused, and comfortable working independently. This role involves reading, scanning, filing, and securely destroying documents from personnel files in line with data retention policies.
- While no prior experience is essential, the ideal person will have a methodical approach to routine tasks. Transferable skills such as discretion, reliability, and basic IT competence will be valuable.
- You'll often work independently, therefore being self-motivated and efficient is key. You'll be supported by the People and Culture Business partners and Data Protection officers when needed. This is a task-focused position that plays an important role in maintaining the integrity and confidentiality of S4C's HR records.
- For the physical storage elements, you will need the same skill set and will be required to visit storage facilities to log and audit physical pieces of set and furniture in line with our operational standards and procedures.

## **What will you get?**

- The opportunity to make a difference in an organisation that values people.
- This role will be based at Canolfan S4C Yr Egin. Some travel may be required to Cardiff and travel expenses will be covered.
- S4C is committed to employee growth, offering comprehensive training and development initiatives aimed at enhancing skills and advancing careers. (CIPD, internal training, etc.)
- S4C offers a Group Personal Pension plan with 10% contributed by S4C.
- Access to unique opportunities in the media sector including attendance at events and previews, panel discussions and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of Welsh language and culture through their work.

In your application, be sure to highlight the skills and experience you have that are relevant to the role listed in the personal specification below and aligned with our core values. Give clear examples that show why you are suitable for the position.

## Person Specification

Attributes	Essential	Desirable
<b>Experience</b>		<p>Experience working in People and Culture/HR/Legal/Operations Departments or with personnel files.</p> <p>Handling confidential and sensitive data.</p> <p>Administrative experience in good office practices.</p>
<b>Skills and information</b>	<p>High attention to detail and excellent organisational skills.</p> <p>An understanding of confidentiality and data protection principles (especially GDPR).</p> <p>Competent in using document scanning tools and Microsoft Office 365.</p> <p>Self-motivated, with the ability to work without supervision.</p> <p>Manage time effectively to meet deadlines.</p> <p>Working confidentially and using discretion.</p> <p>Successfully working within a team.</p> <p>Excellent verbal and written communication skills in both Welsh and English.</p>	<p>Familiarity with data retention schedules and records management principles.</p> <p>Understanding of HR practices and an understanding of employment legislation.</p>
<b>Personal Attributes</b>	<p>Show values and behaviours that align with S4C values.</p> <p>A high level of personal integrity, expressed through behaviour.</p>	

## Further Details

<b>Location:</b>	Canolfan S4C Yr Egin, Carmarthen. The successful candidate will be required to work from Yr Egin 5 days a week.
<b>Salary:</b>	£26,000 per annum.
<b>Contract:</b>	Fixed term 16-week contract
<b>Probation Period:</b>	8 weeks
<b>Hours:</b>	Up to 35.75 hours per week
<b>Holidays:</b>	In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).
<b>Pension:</b>	Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.

## Applications

Applications should be sent by **9.00 on Monday 26 January 2026** to [Pobl@s4c.cymru](mailto:Pobl@s4c.cymru) or Canolfan S4C Yr Egin, Carmarthen, SA313EQ.

## Interview date: 2 February 2026

CV's will not be accepted.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

## AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

## Equal Opportunity and Diversity

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability



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to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way.