

HR ADMINISTRATOR

Emily Coville

HR Administrator

My qualifications are

- Level 2 Business Apprenticeship

Skills needed in my role



- Attention to detail
- Organisation
- Communication
- HR knowledge

About me

My name is Emily and I have been working as HR Administrator at Curtins since June 2025. Outside of work, I enjoy staying active with reformer pilates and hot yoga, love discovering new cafés and local spots around Liverpool.

What are your day-to-day responsibilities at work?

HR plays a vital role in building a positive and efficient workplace by overseeing key people processes such as recruitment, employment changes up to and including employee exits. We strengthen the wider employee experience by applying policies consistently, maintaining accurate records, and offering clear guidance to both managers and colleagues.

We support employee wellbeing by ensuring colleagues have access to the right resources, policies and interventions to help them feel safe, healthy and engaged. We also work with managers on performance and development to set expectations, enable feedback and create opportunities for growth, all with the aim of building a well-organised, supportive and high-performing environment.

What subjects did you study at GCSE that helped you with your career?

In school I studied English Literature, English Language, History, Maths, Biology, Chemistry, Physics, RE, French and Spanish.

To support my development in HR, I completed a Level 2 Business Apprenticeship, which gave me a strong foundation in administration and organisation. Alongside this, I have continued building my knowledge through on-the-job experience, particularly in areas such as onboarding, HR systems, and employee support.

What do you enjoy most about your job?

The part of my role that I enjoy most is the people aspect - ensuring everyone feels supported throughout their working day, regardless of what might be happening behind the scenes. I really value being able to contribute to a positive and welcoming environment for colleagues across the business.

Tell us about your career path!

I am currently awaiting the opportunity to begin my Level 3 CIPD Apprenticeship at Curtins. I'm excited for this next step, as it will help me deepen my understanding of HR practice, strengthen my professional capability, and broaden the ways I can contribute to the team.

What is the best project you have worked on

For best practice, I always make time each day to prioritise clear communication and consistent organisation, as these create smoother processes for both employees and the wider HR team.

