

JOB DESCRIPTION

Our mission is to end homelessness for people who need our help.

JOB TITLE	Human Resources Advisor
REPORTS TO:	Human Resources Manager
SALARY:	Scale Points 28-31, £29, 069 - £31, 850 pro rata
ADDITIONAL BENEFITS TO SUPPORT EMPLOYEES:	<ul style="list-style-type: none"> • Pension (auto enrolment) and Death in Service benefit of 2 x salary • Health Shield Benefit - provides access to a range of valuable cash benefits and services, such as dental and optical care, physiotherapy, scanning facilities and 24-hour counselling and Advice Line (opportunity to upgrade and add family). • Benenden Health – Private Health Care paid for by Simon Community which gives permanent employees access to 24/7 GP services, medical diagnostics, medical treatment, physiotherapy (option to add family and friends for an additional cost). • Holidays - 25 days per year – increasing by 1 additional day per year of service up to a max of 30 days. Increase is effective from the 1st April each year, once a full year of service has been completed. Additionally, 12 customary holidays (normally Bank and Public Holidays) at normal basic pay rate. • Bank & Public Holidays – paid at premium rates at time and a half and double time. • Additional Hours – paid at time and a quarter. • Other Benefits – occupational sick pay, enhanced maternity/paternity leave entitlement, career breaks (subject to 2 years' continuous service). • Training – thorough accredited induction training and continued access to ongoing personal development.
DEPARTMENT:	Human Resources & Organisational Development
LOCATION:	Central Office, Belfast - some travel within Northern Ireland may be required to fulfil the duties associated with this post.
HOURS OF WORK:	30 hours per week. A flexi-time scheme is in operation and reasonable hours outside of this may be required to fulfill the duties of this position.
JOB PURPOSE:	<p>To contribute to the provision of effective and efficient Human Resources services to enable achievement of the organisation's strategic priorities including:</p> <ul style="list-style-type: none"> • Providing support and advice to managers on all employment and Human Resource related matters. • Meeting key performance indicators to support the achievement of the departmental plan.

MAIN RESPONSIBILITIES

HR PARTNERING:	<ul style="list-style-type: none"> • Provide professional advice and support to managers regarding all employee relations issues ensuring compliance with both HR policies and procedures and legal requirements. • Represent Human Resources on employee relations matters such as discipline, grievances, capability, complaints investigations and termination of employment. When necessary, take notes and assist in drawing up formal reports/outcomes. • Build strong relationships with line managers to provide business support to ensure the effective and seamless delivery of end-to-end HR processes. • Take a lead role in conjunction with the HR Manager and Line Managers within assigned departments in the proactive management of absence across the organisation. Proactively engage with line managers to case manage absenteeism effectively. • Assist with preparations for Industrial tribunal cases as required. • Implement Recruitment and Selection procedures, and chair panels as the Human Resources representative. • Co-ordinate onboarding and the completion of probationary reviews and provide regular reports to the HR Manager. • Lead, deliver on, and contribute to a variety of HR projects and issues allocated by the HR Manager. • Develop and maintain relationships with Trade Unions and other stakeholders to ensure a positive, collaborative approach. • Participate in cross-departmental working groups as required. • Provide input to committee and board reports and ensure implementation of recommendations of these reports. • Check work as required to ensure high standards of customer service, quality and accuracy are consistently delivered. • Ensure that payroll notifications are accurately processed within the assigned deadlines. • Regularly maintain and update Organisational Structure and HR database to reflect any changes in employee details. • Help drive a culture of high performance and new ways of working in line with the organisation's performance management system.
Service Development	<ul style="list-style-type: none"> • Seek innovative and creative solutions to help bring about change and HR service improvements. • Support and contribute to the development and implementation of systems and procedures to ensure consistency and standardisation in service delivery. • Participate in continuous improvement as required to help develop a culture of service excellence across the organisation. • Professionally represent and promote the interests of the organisation, building effective relationships with customers (internal or external) as appropriate. • Implement corrective actions as requested arising from internal or external audits.
Performance Management	<ul style="list-style-type: none"> • Help drive a culture of high performance and new ways of working in line with the organisation's performance management system. • Participate personally in the organisation's performance management scheme.
Efficient Financial Management and use of resources	<ul style="list-style-type: none"> • Efficiently manage organisational resources to ensure best value. • Maintain and control equipment and materials. • Effectively maintain all financial recording systems employed by the service, including any HR and OD systems. • Support fundraising activities as required.

Quality Assurance/ Continuous Improvement	<ul style="list-style-type: none"> • Support and participate in the implementation of agreed improvement plans within a culture of continuous improvement and service excellence. • Carry out all duties in accordance with Simon Community Quality Procedures.
Health and Safety and Good Housekeeping Practices	<ul style="list-style-type: none"> • Adhere to all Health and Safety responsibilities and procedures in line with the organisation's Health and Safety Policies • Record and report any matters (for example defects and/or accidents) in relation to Health & Safety issues immediately for the attention of the appropriate person. • Contribute at all times to the physical cleanliness and general condition of the facilities of the service. • Act as Deputy Fire Warden and/or First Aid Person if designated
Equal Opportunities	<ul style="list-style-type: none"> • Actively promote an environment where equality of opportunity, anti- discriminatory practice, diversity, individual rights and choice are promoted in accordance with Simon Community principles, policies and procedures.
Simon Community NI Aims and Objectives	<ul style="list-style-type: none"> • Promote the Organisation's mission, values, aims and objectives and ensure all organisational Policies and Procedures and Staff Code of Practice are followed at all times. • Project a positive image of Simon Community at all times.
Other Responsibilities	<ul style="list-style-type: none"> • Attend meetings and participate in training relevant to the work of the Section. • Demonstrate a team approach to achieving the objectives of the Section through full flexibility in relation to tasks undertaken. • Develop an in-depth understanding of the Human Resources and Organisational Development function and assist other members of the team in such other duties as may from time to time be necessary. • Comply with and actively promote all organisational policies and procedures. • Co-operate with the Simon Community NI, its management, and staff to enable them, as far as necessary, to conform and comply with any duty or requirement imposed as a result of any law which may be in force regarding health and safety or safeguarding. • Carry out all other reasonable requests and duties as may be required from time to time.

The main responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definitive list.

PERSON SPECIFICATION

<p>ESSENTIAL CRITERIA</p>	<p><u>Education/Qualifications</u></p> <ul style="list-style-type: none"> • Hold CIPD Associate Membership (or be actively working towards this). <p><u>Experience</u></p> <ul style="list-style-type: none"> • A minimum of 1 one year’s experience in handling HR policies, procedures and processes relating to employee relations, end-to-end recruitment, onboarding, grievance and disciplinary cases and absence management. <p><u>Other</u></p> <ul style="list-style-type: none"> • Sound knowledge of NI employment legislation • Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full.
<p>DESIRABLE CRITERIA</p>	<p><u>Education/Qualifications</u></p> <ul style="list-style-type: none"> • CIPD Level 5 qualification. <p><u>Experience</u></p> <ul style="list-style-type: none"> • A minimum of 2 years’ experience as outlined above. • 1 years’ experience of working with PAMS (or other similar HR software).
<p>SKILLS AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Excellent IT skills; Microsoft Word, Power-point, Excel, and databases. • Personable with strong communication and relationship building capabilities across all levels of the organization. • Adaptable and positively responsive to change. • Ability to work well within a team. • Sound conflict resolution skills. • Skilled at effectively managing confidential and sensitive information. • Strong organisational and administrative skills. • Practical and logical; able to resolve problems effectively.
<p>SIMON COMMUNITY NI VALUES</p>	<ul style="list-style-type: none"> • Non-Judgemental • Trustworthy • Determined