

Job Description

Job Title: Human Resources Officer

Responsible to: HR Business Partner

Location: Bryson House, 28 Bedford Street, Belfast

Job Purpose

The post holder's primary role is to assist the HR Senior team in providing a high quality, cost effective HR Service that meets the needs of Bryson Charitable Group including recruitment and selection, attendance management, employee relations and the provision of management information.

The HR Officer as part of the HRD team will be required to provide all necessary support as required to HR management and the group as a whole. This will require you to work flexibly and collaboratively with all Group companies in a professional manner to contribute to the provision and development of a broad ranging generalist human resource service.

Key Responsibilities

- Provide an HR advisory service to managers and staff as required.
- Interpret and advise on relevant employment legislation and best practice.
- To assist in the design and implementation of policies and procedures.
- To provide monthly legal update to team.
- To support the HR Business Partners and Senior HR Officer with projects and employee relations cases when directed.
- Quality checking recruitment documents i.e. vacancy authorisation, JD/person specification, short listing packs and interview packs.
- Contribute to the management of Bryson Charitable Groups managing sickness policy and procedures in consultation with management.
- Liaise with trainee HR Officer to organise occupational health appointments and handling related internal admin.
- Provide support and advice to line managers dealing with disciplinary, grievance and performance management issues.
- Advising managers on Bryson Charitable Group's policies and procedures.
- To prepare statistical reports for Senior Management.

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- To proactively participate in departmental meetings.
- To undertake training as and when required.
- To adhere to Bryson policies and procedures.
- To maintain confidentiality at all times, ensuring that personal details are recorded and stored as appropriate and in line with data protection.
- The above list of duties does not represent an exhaustive list of duties and the HR Officer may be required to assist with other requirements to support the HRD team in performing their role within the company.

Terms and Conditions

<u>Length of Contract:</u>	Temporary maternity cover
<u>Salary:</u>	£22,731 per annum
<u>Hours:</u>	35 hours per week
<u>Holidays:</u>	12 Statutory days pro rata 20 annual days
<u>Probationary Period:</u>	6 Months
<u>Notice:</u>	4 weeks in writing
<u>Other:</u>	Bryson Charitable Group sick scheme applies Bryson Charitable Group pension scheme applies

Bryson Charitable Group operates a no Smoking Policy. We thank you for not smoking during working hours.

All Employees of Bryson Charitable Group are required to respect an individuals right to Privacy, Dignity, Choice and Independence.

Person Specification

Job title: HR Officer

<u>Criteria</u>		Essential	Desirable	Tested
Experience	To have at least 2 years experience working to a HR Officer level in a generalist role	✓		By application form
	At least 1 years' experience creating and HR reports for MI purposes	✓		By application form
	Minimum of 1 years' experience using HR Database	✓		By application form
	Working knowledge in the use of Microsoft Software e.g. Microsoft office	✓		Interview
Qualifications / Knowledge / Education	Qualified to or working towards a minimum of level 5 certificate in HRM (CIPD) or have at least 3 years experience working at a HR Officer level in a generalist role	✓		Application Form
	Comprehensive knowledge of current and pending employment legislation	✓		Interview
	Experience of employee relation cases, to include, discipline and grievance, and investigation participation	✓		Interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Ability to communicate effectively both verbally and in writing	✓		Interview
	High degree of accuracy	✓		Interview
	Good organisational skills	✓		Interview
	Ability to use initiative	✓		Interview
	Ability to be flexible and adaptable in a busy environment	✓		Interview
Personal Qualities	Flexible approach to working hours	✓		
Circumstances	Access to a vehicle for work purposes		✓	Application Form

