

JOB DESCRIPTION

Job Title: HR Co-ordinator

Project and Location: BCM Headquarters, Grosvenor House,
5 Glengall Street, Belfast, BT12 5AD

Reports to: HR Manager

Main Purpose of Job:

Provision of daily support to the HR Manager for the effective delivery of the HR Service to management and staff.

MAIN TASKS

RECRUITMENT

- Co-ordinate end-to-end recruitment both internally & externally including of staff and volunteers.
 - Creation and advertisement of vacancies & liaison with external advertising agencies to ensure widespread/representative job advertising.
 - Opening, maintaining and closing of recruitment files/drives; ensure the confidential archiving of completed recruitment files/drives.
 - Maintaining the Personnel Administration Management System (PAMS) ensuring that accurate and up to date employee records are maintained.
 - Working with Managers, assist in the development of job descriptions and personnel specifications appropriate for the relevant service.
 - Create shortlisting and interviewing packs to assist managers in the recruitment of staff.
 - Maintain an effective monitoring process in line with legislation and assist in the monitoring of all job applicants.
 - Obtain references in a timely manner to ensure that staff are started in post in order to maintain appropriate staffing levels.
 - Ensure that offer letters are issued in a timely manner and include terms and conditions & all other relevant entitlements.
 - Ensure that all applicants are vetted in line with regulators, i.e. Access NI /Northern Ireland Social Care Council; Trusts.
 - Ensure that all new start forms are completed in advance and issued to the finance department.

- Ensure that the new start checklist system is completed accurately to ensure that the staff “journey” is tracked in line with legislation and relevant entitlements.
- Ensure that all leavers are recorded on the relevant databases.

LEARNING & DEVELOPMENT

- Assist the HR Manager in maintaining effective Learning & Development databases in order to inform training activity for purposes of planning.
- Assist the HR Manager in completing Training Reports for each service area and work with managers to plan training for staff teams (internally & externally).
- Ensure that all new starts are recorded on the PDR and Probationary Training Database – and that managers receive notification as to when these are due.

GENERAL HR

- Maintain accurate records and update databases in relation to: Absence; Maternity; Paternity; Annual Leave.
- Annual contact with staff in relation to Working Time Directive ensuring that opt out agreements are obtained and recorded.
- Complete Annual Leave Cards (January each year) for workforce setting out individual entitlements.
- Ensure that each member of staff is aware of SSP/Company sick pay schemes.
- Issue Maternity Packs to relevant staff and coordinate start/end dates with Employee/Manager.
- Provide administrative support in investigations for disciplinary/grievance procedures, including attending meetings and taking Minutes as required.
- Maintain effective electronic and manual filing systems relating to the workforce.
- Issue pension scheme letters, liaising with the Finance Department in a timely manner re update of relevant information, e.g. pay increases.

OTHER

- To work flexibly.
- To carry out any other duties as specified by the Manager.

The above list is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

GENERAL TERMS & CONDITIONS

Duration:	Permanent
Hours:	35 hours per week
Salary:	BCM Scale Points 20 – 22 (£17,716 – £19,324 per annum).
Holidays:	20 days per annum plus 12 Public Holidays.
Probation Period:	Six months.
Pension:	In line with current legislation, you will be automatically enrolled into the company pension scheme, providing you meet the relevant criteria.
Mileage:	40 pence per mile.
Benefits:	Childcare Vouchers Cycle scheme
Period of Notice:	Less than six months service = 1 week Six months service or more = 1 month
Sick Scheme:	BCM Sick Scheme 2

<u>Length of Service</u>	<u>Sickness Pay Entitlement</u>
Up to 12 months	SSP only
12 months plus	4 weeks full pay 4 weeks half pay SSP only

No sick pay will be paid in respect of the first 3 days of any period of sickness absence.

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • CIPD Membership. • Qualification in Human Resources or related discipline.
Knowledge & Experience	<ul style="list-style-type: none"> • Minimum of 2 years HR Experience where you have had responsibility for completing a wide range of HR tasks. 	<ul style="list-style-type: none"> • Generalist HR Experience to include a range of tasks, i.e. Recruitment, Learning & Development; Employee Relations and HR database management.
Skills	<ul style="list-style-type: none"> • Systematic/methodical; possess the ability to establish/follow systems to maintain information flow; accuracy in the delivery and presentation of documentation as and when required by relevant staff. • Ability to proactively develop systems in order to maintain a cycle of continuous improvement. • Highly organised, meticulous and comfortable working in a deadline driven environment. • Ability to work with minimum supervision. • Ability to adapt quickly to new systems/processes. 	
IT	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel (for databases) and Outlook. • Experience of working with HR Administration systems, e.g. PAMS. 	
Personal Attributes	<ul style="list-style-type: none"> • Possess a genuine interest in developing/maintaining a career in Human Resources. • Be a “people” person with approachability in order to develop sound working relationships with managers/staff. • Pride in your work always aiming to provide a professional service. 	
Other	<ul style="list-style-type: none"> • Full, clean UK driving licence and access to a car for work use. 	