



Jobs with Purpose

Job title	People Administrator
Main Function	<p>The People Administrator will provide support to line managers across NOW Group and Loaf Catering with all aspects of the employee lifecycle including recruitment, pre-employment, employee relations, policies and procedures, documentation, HR system requirements and general HR administration.</p> <p>The successful candidate will work with the Head of People & Support Services to deliver on key projects in line with the organisation strategy to ensure an engaged and motivated workforce for our ambitious growth plans across the Island of Ireland.</p>
Location	NOW Group Head Office, 15-17 Grosvenor Road, Belfast, BT12 4GN <i>(Hybrid working model)</i>
Reports to	Head of People & Support Services
Hours	25 hours per week
Salary scale	£25,000.00 per annum (pro rata)
Benefits	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike to Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



Jobs with Purpose

Main Responsibilities

1. Recruitment including uploading vacancies, downloading applications, collating shortlisting info for panel, arranging interviews, emailing candidates at each stage of the process.
2. Onboarding administration including contracts, issuing joining information, 6 month probationary follow up.
3. Offboarding administration including resignation correspondence, annual leave calculations and exit interviews.
4. Drafting and issuing all employment letters and emails (eg. sick pay notifications, internal promotions, change of working hours etc.)
5. HR system updates including generating reports, uploading documents and updating HR records such as leave accruals, training records etc.
6. Confidential HR support such as note taking, processing confidential documents etc.
7. Support with fair employment, government quarterly surveys.
8. Support with confidential employment relations issues (eg. investigations) as and when required.
9. Support with Wellbeing NOW and employee benefits/engagement initiatives.
10. Monthly/quarterly HR audit (eg. S&S checker, Induction/probation follow up)
11. Phone/reception cover as required.
12. Adhoc admin support across the organisation as necessary.

Special Projects

1. Retention policy and disposal (where required) of hard copy information held in off site storage facility.
2. Training Needs Analysis – organisational wide.
3. HR Process mapping.

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



Jobs with Purpose

Personnel Specification

Essential

1. Experience providing administrative support within an HR function.
2. IT proficient and competent in the use of Microsoft Office suite.
3. Excellent verbal and written communication skills.
4. Excellent interpersonal skills and team orientated.
5. Detail orientated, highly organised with the ability to work to deadlines.
6. Ability to work with a high level of discretion and confidentiality.

Desirable

1. Full driving licence and access to a car (if the effects of a disability preclude an individual from holding a driving licence they should indicate how they can meet the mobility requirements of the post, i.e. ability to get to different sites)
2. CIPD Level 3 Certificate in HR Management or working towards this.
3. Experience working with HR systems.
4. General knowledge and understanding of Human Resource best practice and NI employment legislation.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues.

Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.