**JOB DESCRIPTION**

# POSITION: Human Resources Manager

**REPORTING TO:** Operations Director

**SALARY: £30,000- £35.000**

Salary will reflect relevant qualifications, training and experience.

**HOURS OF WORK:** Monday - Friday 7.30 am – 5.00 pm

Overtime may be required.

**LOCATION:** 94-96 Hillsborough Road Carryduff BT8 8HT and

or 116-120 Duncrue Street, Belfast, BT3 9AR.

**HOLIDAY ENTITLEMENT:**  28 days which includes 8 bank holidays

**OVERALL PURPOSE OF THE JOB:**  To provide an effective Human Resources function across the business.

**AREAS OF RESPONSIBILITY:**

* All recruitment and selection duties to include advertising jobs, responding to enquiries, short-listing, co-ordinating the selection process in conjunction with line managers and drawing up job offers and obtaining references for new starts.
* Administration of all HR-related documentation, such as letters of offer, contracts of employment and updating personnel records.
* Administrative responsibilities, as an example, to complete all Access NI applications and Right To Work Checks.
* Management and implementation of the induction process, to ensure all new starts are integrated successfully into the company.
* Management of the HR function including the maintenance of all fair employment monitoring information and accurate completion of annual returns.
* Be able to demonstrate a comprehensive knowledge of Human Resource legislation and be fully conversant.
* Providing advice and guidance to managers and staff on employment legislation and employee relations matters as and when required.
* Oversee time and attendance process, absence management and holiday management.
* Responsible for employee relations and engagement
* Facilitate meetings as and when required.
* Complete employee appraisals.
* Produce Training Forecasts on a regularly basis and present to relevant Line Managers.
* Liaise with Line Managers to arrange and then book training as and when required.
* Management of employee training records across the business to ensure all training remains in date and employee records are revised accordingly on personnel files and Sharepoint.
* Be a confident and logical thinking who can prioritise and work on own initiative.
* Excellent interpersonal skills and strong written, communication, organisational , time management and IT skills.
* Be an assertive person with a can-do attitude.
* Be able to build and maintain relationships and work well within our Senior Team.
* Be able to provide and present KPI reports to the Leadership team as an when required.
* Ability to liaise with internal and external stakeholders at all levels to meet their needs and expectations.
* Strong self-critique skills and an ability to evaluate the success and impact of strategies.
* Implement and comply with all relevant areas of the integrated Q&EMS system.
* Participate in Auditing for the QS&EMS system as and when required.

|  |
| --- |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

**PERSONNEL SPECIFICATION -**  **Human Resources Manager**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **ESSENTIAL** | **DESIRABLE** |
|  | **QUALIFICATIONS/**  **ATTAINMENTS** | Educated to A level standard with C grades in GCSE Maths and English.  HND /Degree or equivalent.  Business and or Human Resource Management | CIPD Qualified  Driving License |
|  | **RELEVANT EXPERIENCE** | 3-5 years experience in Human Resource  Have a proven knowledge and fully conversant in all areas of Human Resource legislation.  Be an excellent communicator, be able to use own initiative and work as part of a team.  Demonstrate excellent IT Skills.  Be able to confidently present reports to the Senior Leadership Team as and when required. |  |
|  | **SPECIAL ATTRIBUTES** | The ideal candidate will have excellent interpersonal skills and be able to use own initiative and work as part of a team. They will be able to take on new challenges and will be keen to learn new skills and responsibilities in all aspects of the business. |  |
|  |  |  |  |
|  | OTHER SPECIAL ATTRIBUTES | Must be reliable and have a good timekeeping and attendance record. |  |