



Northern Ireland
Assembly

Job Title:	Human Resources Services Team Manager (2 posts)
Salary range:	£36,098 – £37,180
Grade:	Assembly Grade 6 (AG6)
Directorate:	Corporate Services
Business Area/Office:	Human Resources Office
Accountable to:	Senior Human Resources Manager (AG5)
Accountable for:	A small team of staff which may include Clerical Supervisor (AG7) and Clerical Officer (AG8)

Job Purpose

The Human Resources (HR) Office is comprised of two teams, HR Services and HR Learning & Development. The HR Services Team Manager manages a small team of staff and has responsibility for a range of functions including recruitment and selection, on-boarding, performance management, managing sick absence, workforce planning, employee relations and providing advice and guidance on a range of HR policies and procedures.

Job Description:

The main duties of the role are to:

- Support the Senior HR Management Team in the effective management of the HR Office and maintaining a positive working environment.
- Manage a team of staff to plan, organise, co-ordinate and monitor the provision of efficient and effective HR services to Assembly Commission managers and staff.
- Manage recruitment and selection competitions including coordinating all administrative duties such as setting up planning meetings and interviews and also providing advice and guidance to selection panels using the relevant policies.
- Co-ordinate an effective on-boarding process.
- Manage workforce planning processes.
- Support the management of sick absence in accordance with relevant policies e.g. monitor and report on sickness absence levels; liaise with the occupational health adviser and staff support service; carry out sickness

absence review meetings and make decisions/recommendations regarding formal administrative action in relation to sickness absence.

- Support managers and staff with their duties relating to performance management.
- Provide accurate and timely HR advice to management and staff in accordance with the provisions of the Staff Handbook.
- Assist in the review and development of human resources policies and procedures, including research, liaison with other organisations and consideration of legislation and good practice.
- Assist with and/or conduct formal investigations in accordance with the complaints policies, including investigation meetings, preparation of minutes and formulation of accurate and timely investigation reports.
- Support effective management of the integrated Payroll and HR Management System (HRMS) including liaison with the third party system provider for consultancy requirements and with the helpdesk to resolve issues/queries.
- Maintain and provide accurate and timely HR management information and manage information in line with data protection policies and procedures.
- Ensure that equality data is provided in an accurate and timely way to meet statutory obligations.
- Draft responses to Assembly Questions, Freedom of Information and Data Protection requests.
- Comply with all Assembly Commission policies and procedures, including the Equal Opportunities Policies and Dignity at Work Policy.
- Carry out other duties that the Assembly Commission may reasonably require of you.

Essential Criteria:

Applicants must, by the closing date for applications have:

The CIPD Level 5 Diploma in Human Resource Management (or an equivalent qualification), and at least two years' experience of effectively:

- 1) Delivering a range of professional HR services, including recruitment and selection, managing sickness absence, workforce planning and employee relations.
- 2) Providing accurate and pertinent advice to managers and staff on HR policy and procedures, both verbally and in writing.
- 3) Managing staff, including prioritising, allocating and monitoring work to ensure tasks are completed to a high standard and within deadlines, and supporting them with their performance and development.
- 4) Maintaining a HRMS to include production and analysis of accurate and timely management information.

OR

At least four years' experience in the areas outlined at points 1) to 4) above.

Please note the successful applicant will be required to complete the CIPD Level 5 Diploma in Human Resource Management within a set timescale.

Shortlisting Criteria:

Should shortlisting be required, the following shortlisting criteria will be applied:

- a) Experience of developing HR policies, including research and analysis of relevant good practice, legislation and case law.

Skills & Behaviours:

The following Assembly Skills and Behaviours will be assessed during the selection process:

Delivering a quality service

...is about providing a high-quality and efficient service to our customers. It is thinking ahead, managing resources effectively and delivering work on time and to a high standard. It is also using professional or technical expertise to enhance service delivery.

Building relationships and effective communication

...is creating and maintaining positive, professional and respectful internal and external working relationships through effective and appropriate communications.

Managing & Leading Self and Others

... is setting high standards for ourselves. It is about guiding, motivating and developing others to achieve high performance. It is about engaging others in delivering a corporate vision of excellence, expertise and innovation in support of the Assembly as a legislature.

Initiating improvement and delivering change

...is looking for and being open to new and innovative ideas and improvements to the service provided. It is being flexible and adapting positively and professionally to sustain performance when the situation changes, workloads increase or priorities change. It is about forming sound, evidence-based decisions and being accountable for results.