Northern Ireland Assembly

Job Title:	**Human Resources Supervisor (AG7)**
	(2 posts)
Salary range:	**£29,398 -£30,413 (under review)**
Grade:	**Assembly Grade 7**
Directorate:	**Corporate Services**
Business Area/Office:	**Human Resources Office**
Accountable to:	**Human Resources Services Team Manager / Learning and Development Manager**
Accountable for:	**Clerical Officer (AG8)**

Job Description:

There are a number of Human Resources Supervisor roles within the Human Resources Office and each role has different responsibilities. This job description outlines the level of responsibilities which the post holder will be expected to undertake across a number of areas within the HR Office. The Human Resources Supervisor will rotate between the different roles.

Main roles and responsibilities of the Human Resources Supervisor.

- Assist with the planning, organising and co-ordinating efficient and effective recruitment competitions. This will include arranging meetings and interviews and providing advice and guidance to selection panels in line with the relevant policies.
- Co-ordinate and implement an effective on-boarding process for new staff to include liaising with managers and other key stakeholders.
- Support the management of sickness absence in accordance with relevant Assembly Commission policies e.g. update and maintain data, monitor and report on sickness absence levels, providing statistics for monthly reports and liaise with the occupational health adviser and staff support service for medical reports.
- Support managers and staff with their duties relating to performance management.

- Provide timely and accurate advice and guidance to managers and staff on a wide range of Human Resources policies and procedure, seeking advice from the HR Services Team Manager and senior HR manager as appropriate.
- 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.
- Maintain and provide accurate and timely HR management information and manage information in line with data protection policies and procedures.
- Provide administrative support for Disciplinary, Grievance and Dignity at Work investigations and return to work interviews.
- Update and maintain data in relation to vacancy management, including the management of staff in post within agreed complement, assisting in the production of management information papers, ensuring that information is stored appropriately and in line with legislative requirements.
- Liaise with a range of recruitment agencies regarding the placement of agency workers.
- Collate and maintain accurate Equal Opportunities information to facilitate statutory returns, ensuring that data is stored appropriately and in line with legislative requirements.
- Co-ordinate learning and development (L&D) activities including planning the arrangements for L&D events; responding to L&D queries; processing invoices related to L&D; taking forward actions following training e.g. evaluation/feedback etc.
- Collate information to inform responses to Assembly Questions, Freedom of Information and Data Protection requests.
- Support the HR Services Team Manager in the maintenance of the integrated Payroll and Human Resources Management System.
- Provide operational advice to staff on the various software packages used within the HR Office.
- Comply with the Assembly Commission's Equal Opportunities and Dignity at Work policies and procedures and
- You may also be required to carry out other duties that the Assembly Commission reasonably requires of you.

Essential Criteria:

Applicants must, by the closing date for applications have:

1. The CIPD Level 3 Diploma in Human Resource Management (or an equivalent or higher qualification), and at least two years' experience of:

    a. Providing administrative support for a range of HR services to tight deadlines.

    b. Using effective verbal and written communication skills to accurately and clearly explain HR policy and procedures to staff and managers.

    c. Developing and maintaining effective working relationships with key stakeholders, both within and outside of your organisation to deliver a quality HR service.

d. Effectively using Microsoft Office packages, to include MS Word, Outlook and Excel as well as HR Management Systems to produce accurate and timely management information and prepare HR documents.

OR

2. At least four years' experience in the areas outlined at points a) to d) above.

Shortlisting Criteria

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

- One years' experience of managing individual staff members or a team of staff to ensure the quality, accuracy and timeliness of work.

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.

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.

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.