



Northern Ireland
Assembly



Human Resources Supervisor

£33,407 - £34,562

Candidate Information Booklet

Completed Application Forms must be submitted no later
than 12:00 noon (UK time) on 29 January 2024

Please retain a copy of this booklet for your reference
throughout the selection process.

Foreword

Thank you for your interest in the position of Human Resources Supervisor in the Northern Ireland Assembly Commission (the Assembly Commission).

The Assembly operates in a dynamic political and parliamentary environment, and as a newly appointed Human Resources Supervisor you will be provided with an excellent opportunity to make an important and valued contribution to Assembly business at Parliament Buildings.

Working at the Assembly offers a rewarding career. The Human Resources Services Team has responsibility for a range of functions, including recruitment and selection, on-boarding, performance management, learning and development, managing sick absence, workforce planning, employee relations and providing advice and guidance on a range of Human Resources policies and procedures. This is an exciting opportunity to join a high-profile organisation with a dedicated and inclusive team.

In turn, we offer a competitive salary. We offer an excellent pension provision where you contribute between 4 and 9% of salary and the Assembly Commission contributes a further 28 to 35% of salary, depending on your rate of pay.

We offer an annual leave allocation of 25 days, increasing by one day per year up to a maximum of 30 days. In addition, we offer 12 days of public and privilege holidays. We also offer a range of other [employee benefits listed on the Recruitment website](#).

Please read the information provided in the candidate information booklet carefully and if you are interested in this exciting post, I would encourage you to submit your application.

If you would like to find out more about the post before making an application please contact Elaine McGinley or telephone 02890 521741.



Sinead McDonnell
Head of Human Resources

About Us

The Assembly is at the heart of political and public life as the democratically elected parliament that represents the interests of Northern Ireland and its people.

Established as a key element of the Belfast (Good Friday) Agreement, the Assembly comprises 90 Members and has three main functions - making legislation, scrutinising the Executive and representing constituents.

In accordance with the Northern Ireland Act 1998, the staff, services and facilities which are needed to support the work of the Assembly are provided by the Assembly Commission, a corporate body comprising the Speaker and five Members of the Assembly. The day-to-day running of the Assembly is delegated to the Clerk/Chief Executive and the Senior Management Team (SMT).

The Assembly Commission therefore provides the infrastructure (including Parliament Buildings), facilities and staff to allow the Assembly and its Committees to meet and to encourage public awareness of, and engagement with, the parliamentary process. It also pays the salaries of Members and reimburses the expenses which enable them to undertake their duties both at the Assembly and in their constituency offices.

The Assembly Commission is a high-achieving and professional organisation providing impartial support to the Assembly and its Members. The Assembly Commission is independent of the Executive and the Northern Ireland Civil Service.

The Assembly Commission has approximately 370 staff and an annual revenue budget of £51m. [Our organisational structure is illustrated on the Northern Ireland Assembly Recruitment website.](#)

Contents

About the Role	2
The Person	2
Core Responsibilities	2
Essential Criteria	5
Assembly Skills and Behaviours	6
Equal Opportunities Statement	6
Location	7
Completing the form	7
Recruitment and Selection Framework	7
Stages of the Selection Process	8
Guaranteed Interview Scheme	9
Key Employee Benefits	10
Terms and Conditions of Appointment	10
Equality Monitoring	10
Merit List	11
Communication during the recruitment process	11
Further Information	11

About the Role

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 Human Resources Office. The Human Resources Supervisor will rotate between the different roles.

The Person

You may previously have worked effectively within a team, or be able and willing to do so as a new Human Resources Supervisor, and you should have the ability to communicate clearly and effectively as you carry out your new and important role.

You must also be willing and keen to work collaboratively with colleagues across the Assembly Commission's business areas and to adopt a customer facing focus.

Core Responsibilities

As a Human Resources Supervisor, your duties will be to:

- Assist with the planning, organising and co-ordinating of 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 Human Resources Services Team Manager and senior Human Resources manager as appropriate.
- Support the Human Resources Services Team Manager in providing accurate and timely Human Resources advice to Members in their role as employers.
- Co-ordinate and implement health and wellbeing initiatives.
- 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 Human Resources management information and manage information in line with data protection policies and procedures.
- Provide administrative support for Disciplinary, Grievance and Dignity at Work casework 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 and invoicing arrangements.
- 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 Human Resources 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 Human Resources Office.
- Comply with the Assembly Commission's Equal Opportunities and Dignity at Work policies and procedures.
- 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. Working in a Human Resources Office, providing administrative support for a range of Human Resources services to tight deadlines.
 - b. Using effective verbal and written communication skills to accurately and clearly explain Human Resources 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 Human Resources service.
 - d. Effectively using Microsoft Office packages, to include MS Word, Outlook and Excel as well as Human Resources Management Systems to produce accurate and timely management information and prepare Human Resources documents.

OR

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

Assembly Skills and 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 and 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.

Equal Opportunities Statement

The Assembly Commission is committed to equality of opportunity in employment and welcomes applications from all suitably qualified applicants irrespective of religious belief, political opinion, race, age, gender, disability,

marital status, sexual orientation or people with dependents or without. **All applications for employment will be considered on the basis of merit.**

Location

The successful applicant will be based in Parliament Buildings, Belfast.

The Assembly Commission operates a Hybrid Working Policy and the balance between working in Parliament Buildings and working at home will vary depending on the post, business need and the preference of the member of staff within the parameters of the Policy.

Completing the form

Only the information presented in the application form will be considered by the selection panel. CVs or other supplementary material will not be accepted in place of, or in addition to, completed application forms. Completed online forms must be submitted by **12:00 noon (UK time) on 29 January 2024.**

[Launch the application portal and complete the application form.](#)

Application forms submitted after the closing time and date will not be accepted.

Recruitment and Selection Framework

There are five elements within the Recruitment and Selection Framework:

Experience – the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.

Ability – the aptitude or potential to perform to the required standard.

Technical – the demonstration of specific professional skills, knowledge or qualifications.

Assembly Skills and Behaviours – the actions and activities that people do

which result in effective performance in a job.

Strengths – the things we do regularly, do well and that motivate us.

The elements that will be assessed for this role are Experience, Ability, Technical, Assembly Skills and Behaviours and Strengths and the selection method(s) that will be used are detailed below. Further information on the [Recruitment and Selection Framework](#) are included in the [Guidance on Recruitment and Selection for Applicants](#).

Stages of the Selection Process

Online Testing

Online testing may be used as a shortlisting tool. Invitation to test does not imply that an applicant possesses the essential criteria. The tests will be held online and instructions and further information will be issued to applicants after the closing date for applications on 29 January 2024. Only those applicants who meet the minimum standard and who score highest in the tests, will be considered for the next stage of the selection process: the eligibility sift.

Eligibility Sift

The essential criteria reflect the experience and knowledge that an applicant must possess in order to be able to undertake the role. An eligibility sift will be carried out on the basis of the information contained in the essential criteria section of the application form. You must therefore demonstrate clearly in your form how, and to what extent, you meet with the essential criteria for the post.

Shortlisting

The Selection Panel reserve the right to use shortlisting as part of the selection process for this post. Should shortlisting be used, the shortlisting criterion will be applied. The Selection Panel reserve the right to set a minimum standard for the shortlisting criterion and/or to only invite those who score highest in the shortlisting criterion to the next stage of the selection process. If shortlisting is not necessary, all applicants who have demonstrated the essential criteria will

proceed to the next stage of the selection process.

Interview Stage

Applicants invited to interview will be assessed using the Essential Criteria, Strengths and Assembly Skills and Behaviours as outlined above.

Further Interview Stage

The Selection Panel reserves the right to hold a further interview stage if deemed necessary.

Guaranteed Interview Scheme

The Guaranteed Interview Scheme (GIS) supports applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months and which means that they cannot meet the shortlisting criteria. In these instances, provided that they have demonstrated in their application form that they meet the essential criteria for the role, the applicant will be invited to interview. If you are applying under GIS it is therefore important that you include all relevant information in your application form. You should refer to the Guidance on Recruitment and Selection for Applicants for more information.

If an assessment or test is used as a shortlisting tool then applicants applying under GIS will not be required to complete the assessment or test and will be offered a guaranteed interview, provided that they demonstrate in their application form that they meet the essential criteria for the role.

When considering applications made under GIS, the Human Resources Office reserves the right to request medical information from the applicant's general practitioner (through the applicant and with their consent).

If you are disabled and consider that you require reasonable adjustments to enable you to participate in any part of the selection process, please indicate this on the application or contact us at recruitment@niassembly.gov.uk.

You can get advice or assistance with making an application from your local

Jobs and Benefits Office – contact details are available on NIDirect:

[Find contact details for your local Jobs and Benefits Office.](#)

Key Employee Benefits

We offer a competitive salary, excellent pension provision and generous annual leave allowance.

We also offer a range of non-salary benefits which include hybrid working; supportive family friendly policies; flexi-time; health and wellbeing initiatives including an Employee Assistance Programme; supported learning and development; Cycle to Work Scheme; Payroll Giving; and volunteering opportunities.

The successful applicant will be given suitable training, including formal specialised courses as necessary.

As an equal opportunities employer, we are happy to talk about the possibility of flexible working in this role with the successful applicant.

[View further details of our employee benefits.](#)

Terms and Conditions of Appointment

This is a permanent appointment. The successful candidate will be an employee of the Assembly Commission. All appointments are subject to the satisfactory completion of a six-month probationary period.

The standard working week is 37 hours, (excluding meal breaks). Working hours will be dictated by the mode of operation of the Assembly and may involve work into late evenings and on occasions, at weekends and on public holidays.

Equality Monitoring

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying

for the post.

Merit List

The merit list of applicants deemed to be appointable will remain “live” for 18 months from the date it is signed and may be used to fill any further permanent or fixed term opportunities for the same post.

Communication during the recruitment process

The Assembly Recruitment Team will issue most communication electronically. You should therefore regularly check your email account to make sure you do not miss any important communication. Please note, sometimes the Recruitment Team emails are automatically filtered as spam by email providers.

Further Information

If you require more information on the recruitment process, please contact the Assembly Recruitment Team on 02890 521741.

Further information about the Assembly can be obtained on the [Northern Ireland Assembly website](#).

The Candidate Information Booklet does not constitute any term or condition of employment.