



Northern Ireland
Assembly



Human Resources Services Team Manager

£41,020 - £42,250

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 Services Team Manager 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 Services Team Manager 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 Vicky.Coates@niassembly.gov.uk or telephone 02890 520325.



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.](#)

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About the Role

The Human Resources Office is comprised of three teams: Human Resources Services, Learning & Development and Equality and Good Relations. The Human Resources Services Team, in which there are three Manager posts, 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 Human Resources policies and procedures. This job description outlines the main duties and responsibilities which the post holder will be expected to undertake. As a Human Resources Services Team Manager, you will rotate between the three posts within the Team.

The Person

You will have experience of working in a Human Resources Office including managing staff who deliver a Human Resources service.

You are able to work under your own initiative and have the ability to communicate clearly and effectively.

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 Services Team Manager, the main duties of the role are to:

- Support the Senior Human Resources Management Team in the effective management of the Human Resources Office and in maintaining a positive working environment.

- Manage a team of staff to plan, organise, co-ordinate and monitor the provision of efficient and effective Human Resources 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.
- Promote and co-ordinate staff health and wellbeing activities.
- Support managers and staff with their duties relating to performance management.
- Provide accurate and timely Human Resources advice to management and staff in accordance with the provisions of the Staff Handbook.
- Provide accurate and timely Human Resources best practice advice and guidance to Members in their role as employers.
- 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 Human Resources 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 Human Resources 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:

1. The CIPD Level 5 Diploma in Human Resource Management (or an equivalent qualification), and at least two years' experience of:
 - a) Working in a Human Resources Office delivering a range of professional Human Resources services.
 - b) Providing accurate and relevant advice to managers and staff on Human Resources policy and procedures, both verbally and in writing.
 - c) Managing staff who deliver a Human Resources Service, 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.
 - d) Maintaining a Human Resources Management System (HRMS) to include production and analysis of accurate and timely management information.

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 criterion will be applied:

- i. Experience of developing Human Resources policies, including research and analysis of relevant good practice, legislation and case law.

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

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.

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.

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

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. This will include the preparation and delivery of a presentation to the selection panel. The subject of the presentation will be advised to the applicant on the day of the interview.

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 520325.

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.