ARDS AND NORTH DOWN BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Human Resources Officer

Directorate: Corporate Services

Service: Human Resources

Service Unit: Resourcing

Location: City Hall, Bangor / Agile working

Reports to: HR Manager

Salary Scale: PO1, SCP 29 - 32

Car user status: Casual

PURPOSE AND FUNCTION OF THE POST

To contribute to the delivery of a wide range of human resources services within the Council including deputising for Managers when appropriate and project work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To carry out recruitment and selection exercises and the associated activities and ensure compliance with relevant policies, codes of practice and codes of procedure on recruitment and selection.

2. To advise and participate in Disciplinary and Grievance hearings and other individual employee relation issues.

3. To advise on matters of general employee welfare and to assist in the provision of employee welfare and counselling services as required.

4. To assist in the delivery and evaluation of appropriate training, including developing and delivering induction training.

5. To monitor attendance across Council, to advise line managers of employees hitting trigger points and to assist line managers in dealing with attendance issues.

6. To prepare reports for line management and Corporate Leadership Team on employee attendance, lost time rates etc. and to assist in the development of initiatives and action plans to reduce absenteeism.

7. To assist in the management of Council's occupational health scheme, organising referrals and to assist line managers at meetings with employees on receipt of occupational reports.

8. To assist in the management of the agency contract, liaising with line managers and individual agencies where appropriate and ensuring correct rates are applied. To prepare reports as required.

9. To provide advice and guidance to Managers and Employees regarding HR policies and procedures and assist in the development of new HR policies as required.

10. To comply with and promote equality, health and safety in accordance with Council Policies and legal requirements.

11. Any other duties as may be reasonably required consistent with the nature and level of the post.

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PERSON SPECIFICATION

The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• CIPD qualified to Intermediate (Level 5) or equivalent	
EXPERIENCE	• At least 2 years' relevant HR professional level experience with responsibility for conducting high-volume recruitment and selection exercises across a wide range of roles and sectors, including acting as the HR representative on selection panels • At least two years' HR professional level relevant experience providing advice and guidance on the implementation of HR related policies and procedures, employment legislation, terms and conditions and individual employment issues • Experience of working under pressure and deploying a flexible approach to changing priorities • Experience in the use of Microsoft Office and related packages, particularly word and excel	• At least 2 years' HR professional level relevant experience in each of the following areas: - Experience of dealing with and providing advice and guidance on disciplinary and grievance issues and other employee relations matters - Absence Management

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KEY SKILLS, KNOWLEDGE & ABILITIES	• High levels of accuracy and attention to detail • Up to date knowledge of employment legislation • Excellent communication and interpersonal skills at all levels both written and verbal • The ability to manage own workload and meet tight deadlines, often under pressure • Tact and diplomacy to work with confidential information and build relationships • The ability to work as part of a team • Good ICT skills	
OTHER REQUIREMENTS	A valid category B driving licence with access to a suitable form of transport that will allow fulfilment of the duties of the post or have access to a suitable form of transport which will enable the post holder to meet the requirements of the post*	

**Applicants without a full driving licence should have access to a form of transport to enable them to meet the nature and requirements of the post.*

The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary