2026/0233

Armagh City Banbridge & Craigavon Borough Council

JOB DESCRIPTION

Post: HR Administrative Assistant

Directorate: Deputy Chief Executive

Department: Human Resources & Organisational Development

Reports To: Human Resources Business Partner

Location: Civic Centre, Craigavon, however the post holder may be required to work at other locations across the Borough.

Salary: Scale 4 SCP 9–13 £28,153–£30,023 per annum (pro rata for a part-time)

Hours: 32 hours per week, Monday-Tuesday, Thursday-Friday 8 hours per day. A flexible working scheme is in operation

Duration: Fixed term contract for 9 months, may be extended

The Council may retain a list of successful reserve candidates arising from this recruitment for any vacancies which may arise which are the same grade and similar duties. Such a reserve list will be compiled and held for a period of 12 months from the date of interview.

All employees are expected to model the Customer care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently".

JOB PURPOSE:

The successful applicant will provide the necessary administrative services within the Human Resources and Organisational Development Department and provide a high level of customer service to all users.

The duties of this post will include dealing with the public, employees and casual workers, telephone calls and visitors, liaising with other Council Departments, confidential/sensitive information, maintaining computer and other records, filing, typing, photocopying and providing general secretarial support.

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide a full range of administration support and advice for all HR activities in relation to the recruitment and selection process to include but not limited to:
   - Produce all recruitment documentation;
   - Input applicants on personnel system;

- Prepare interview documentation;
- Organise all facilities necessary for interviews e.g. room booking, room set up etc.
- Deal with first level enquiries from job applicants;
- Check and photocopy all documentation provided by candidates;
- Ensure all pre-employment checks are satisfied prior to issue of offer letter;
- Process AccessNI checks;
- Prepare all correspondence for unsuccessful candidates;
- Ensure recruitment files are complete and PAMS is up to date at completion of recruitment exercise;
- Process probationary reports.

2. Make all necessary administrative arrangements regarding new employees eg. preparation of handbooks, induction packs, policies & procedures, new start forms, flexi records and creation of new personal files.

3. Liaise with line managers to ensure necessary induction procedures are completed and appropriate documentation is completed and filed.

4. Liaise with Payroll in relation to new starts, leavers and fixed term contracts, provide all necessary documentation in a timely manner and resolve queries.

5. Calculate annual leave entitlements and issue leave cards.

6. Maintain, manage, amend and update computerised and manual personnel record systems in accordance with the Council's Retention and Disposal Policy and General Data Protection Regulation (GDPR) requirements.

7. Maintain an up-to-date database of casual workers, produce reports and deal with queries.

8. Advise new employees on how to operate time recording system and be the first point of contact for any queries.

9. Operate the computerised purchase ordering system within the Department. Process monthly accounts and liaise with suppliers as required. Ensure that all invoices are paid in accordance with the Council's targets.

10. Organise and co-ordinate work experience placements and assist in the organisation of and/or represent the Council at school liaison initiatives.

11. Undertake clerical and secretarial duties including word processing, filing and photocopying.

12. Receive and deal with incoming mail in accordance with departmental procedures.

13. Participate in cross-departmental working groups, as requested.

14. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Basic AccessNI check.
Please note that completed applications must be submitted not later than the closing date and time as stated on the application form.

Recruitment Office:

Human Resources Section (Craigavon Office)
Armagh City, Banbridge & Craigavon Borough Council
Lakeview Road
Craigavon
Co Armagh
BT64 1AL
T: 0300 0300 900 Ext: 61420

November 2026