



HUMAN RESOURCES OFFICER
Full time permanent

CORPORATE SERVICES DEPARTMENT (Ref: 10/04)

1. Introduction

This post is for a Human Resources Officer in the Corporate Services Department.

2. Terms and Conditions

Salary Range £24,089 - £29,922 per annum.

Initial salary will fall within the scale minimum and scale maximum. Annual increases in salary are in accordance with NICS pay policy. They are normally payable from 1st August each year, subject to at least 3 months satisfactory performance in the specific reporting year (April to March).

Pension Scheme The Council offers a contributory pension scheme operated through the Northern Ireland Local Government Officers Superannuation Committee.

Probationary Period The appointment will commence with a probation period of six months which may be terminated at a month's notice by either side during the period.

Annual Leave Twenty five working days per annum. The leave year runs from 1st March to 28/29th February.

Hours of Business

	Office Hours	Flexi-Time
Monday to Thursday	9.00am to 5.30pm	8.00am to 6.30pm
Friday	9.00am to 5.00pm	8.00am to 6.00pm

(including one hour for lunch every day)

Office Location The post is based at the Arts Council's offices, 77 Malone Road, Belfast.

3. Closing Date

The closing date for receipt of completed applications is 5.00pm Friday 26th February 2010.

The completed **Application Form** and **Recruitment Monitoring Form** should be returned in an envelope marked **CONFIDENTIAL** and **must** be addressed to:

The Monitoring Officer
Arts Council of Northern Ireland
MacNeice House
77 Malone Road
Belfast BT9 6AQ

Failure to complete and return the Application Form in accordance with the Guidance Notes contained on the reverse of the first page of the Application Form will result in your application being disqualified.

Canvassing will disqualify.

Copies of this job application pack are available in large text or on disk, on written request only, from the Corporate Services Department, Arts Council of Northern Ireland, MacNeice House, 77 Malone Road, Belfast BT9 6AQ or by email from registry@artscouncil-ni.org

4. Shortlisting

Initial shortlisting will be carried out using the Essential requirements in the Person Specification. Should further shortlisting be necessary, the Desirable requirements will be applied in the order shown.

5. Interviews

The interviews for this post are scheduled to be held in March 2010.

The Arts Council will treat all information and documents supplied in support of this application as strictly confidential unless required to disclose such by a statutory body in connection with any claim which may arise out of the appointment.



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37 hours per week

JOB DESCRIPTION

Objectives of the Post

To provide a comprehensive range of administrative and personnel services for the Arts Council.

Scope of Responsibility

Reporting directly to the Director of Finance and Corporate Services, the Human Resources Officer will have responsibility for all day-to-day operational activities relating to personnel. He/she will provide professional HR advice, support and guidance to all staff.

Principal Duties

- To assist the Director of Finance and Corporate Services in providing advice, support and guidance to managers and employees on all aspects of HR Policy and Procedure
- to manage and co-ordinate all recruitment and selection activities and the appointments process;
- to oversee the Council's terms and conditions of employment as detailed in the Council's Staff Handbook;
- to effectively support line managers in the delivery of the HR policies, procedures and processes
- to monitor existing policies and procedures and update where necessary to reflect the changing needs of the organisation and in line with current legislation and best practice guidelines.
- to ensure that an effective managing attendance policy is in place and that it is uniformly and properly administered.
- to monitor the Council's performance against the Investors in People standard, making recommendations to management and taking action where appropriate;
- to prepare reports for Senior Management (and relevant statutory bodies) on HR issues e.g. managing absenteeism, equality and compliance; and Section 75 matters;
- to ensure that all employment procedures comply with the Arts Council's policies and procedures in respect of equality and anti-discrimination legislation;
- to oversee the Council's compliance with Health & Safety including convening regular meetings of the Health & Safety Committee;
- to liaise and negotiate with the Trade Union representatives and to advise the Council on all matters raised by the Union;
- to manage the monthly payroll system, ensuring staff are paid at the appropriate salary, on time and in accordance with current legislation.
- to support the implementation of the Council's policy in relation to equality of opportunity;
- to undertake any other appropriate duties which may reasonably be allocated from time to time.



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PERSONNEL SPECIFICATION

Essential

1. **STANDARD OF EDUCATION** Third level qualification.
2. **PROFESSIONAL QUALIFICATION** CIPD membership at graduate (or higher) level or equivalent professional qualification relating to Human Resource Management.
3. **SPECIALISM** You must be able to demonstrate a breadth and depth of experience across the principal duties of this post. To demonstrate this you will probably possess at least 2 year's full-time employment gained within the last 5 years (or equivalent) in a post that involved selection and recruitment, administration of terms and conditions of employment, staff training and development, and performance appraisal.
4. **COMMUNICATION AND INTERPERSONAL SKILLS** Good oral and written skills and the confidence and ability to deal with people at all levels both internally and externally, handling sensitive issues when required.
5. **POLICY** The ability to contribute to the development, planning, implementation and review of Human Resources policies and procedures.
6. **HEALTH AND SAFETY** Knowledge of, or experience in, Health and Safety systems and procedures.
7. **IT SKILLS** The ability to make appropriate use of the Council's IT systems and standard IT packages including MS Office, Excel and email (preferably MS Outlook).
8. **EQUALITY OF OPPORTUNITY** A sound knowledge and understanding of equality and anti-discrimination legislation in Northern Ireland with regard to all aspects of employment.
9. **ANALYTICAL ABILITY AND STRATEGIC THINKING** The ability to assimilate and analyse information quickly and accurately, to draw conclusions and make recommendations to Senior Management.
10. **RELEVANT PAYROLL EXPERIENCE**

Desirable

10. **EXPERIENCE** Two year's full-time employment gained within the last 5 years (or equivalent) in a post that involved selection and recruitment, administration of terms and conditions of employment, staff training and development, and performance
11. **HR SPECIALISM** Working knowledge and experience of the Northern Ireland Civil Service terms and conditions of employment.
12. **TRAINING AND DEVELOPMENT** Practical experience of designing and delivering training programmes to groups of staff.