

LIBRARIES NI

JOB DESCRIPTION

Post Title:	HR Executive Officer (two posts)
Grade:	Executive Officer 2
Salary:	£23,023 -£24,920 (NJC Points 13 –17)
Hours:	36 per week Normal working hours are Monday to Friday (requirement to work on an occasion outside this to support HR systems testing)
Department:	Human Resources
Responsible to:	HR Officer
Responsible for:	HR Assistant(s)
Job Purpose:	Under the leadership of the HR Lead, working collectively with the HR team, provide its customers with an effective and efficient customer focused HR service across a range of HR functions including Resourcing, People Services, Employee Relations and Information Systems. The postholder will work collaboratively with all service users to ensure timely and effective communication and will organise and supervise the work of HR Assistant(s).

MAIN DUTIES AND RESPONSIBILITIES

1. RESOURCING

- 1.1 Support the delivery of a programme of resourcing projects, aligned with the HR and Service Plans, to continuously improve the service and address specific customer resourcing needs.
- 1.2 Provide advice and guidance and assist in the provision of high quality recruitment, selection and appointment services.
- 1.3 Support the provision of a variety of administrative activities relating to appointment of employment, contracts, terms and conditions and all connected general administration required to support service delivery.
- 1.4 Assist with the preparation of recruitment advertising, resourcing information to support internal and external recruitment, Apprenticeships, student placements and volunteers.
- 1.5 Administer and support the implementation of Libraries NI e-Recruit system, ensuring timely and accurate information is communicated to applicants and hiring managers.
- 1.6 Set up and schedule hiring panels and support for the effective and efficient provision of selection processes.

- 1.7 Direct participation as a panel member and/or service the hiring panel at selection and interviewing process.
- 1.8 Administer the Local Government Pension Scheme for new recruits and maintain appropriate records.
- 1.9 Support the administration of the NILGOSC pension scheme and automatic enrolment statutory requirements.
- 1.10 Liaise with Senior Managers and Finance/Payroll about changing structures, cost centre coding, etc.
- 1.11 Participate in ad hoc projects including collation and analysis of information to assist and support the work of senior managers.
- 1.12 Assist in the review and design of HR documentation e.g. new forms, statement of terms and conditions, employer branding, social media, etc.
- 1.13 Support service users and administer the engagement of agency workers and associated reporting under Libraries NI Temporary Workers Framework.
- 1.14 Assist in the preparation of staffing reports to internal and external stakeholders

2 PEOPLE SERVICES AND INFORMATION SYSTEMS

- 2.1 Provide advice, support and guidance to managers and staff on all aspects of terms and conditions of employment ensuring that agreements, entitlements, benefits, schemes, etc. are fairly and consistently applied and communicated.
- 2.2 Assist in the administration of changes to terms and conditions of service and ensure effective and timely communication between senior managers, payroll, finance and staff about any such changes.
- 2.3 Administer unpaid and paid leave provisions including annual, statutory, discretionary, facilities time for trade union duties and maintain records, and produce reports as required.
- 2.4 Assist with administration of termination of employment including redundancy and assist in the preparation of estimated costs including pensions.
- 2.5 Maintain and update HR and establishment records/structures as required.
- 2.6 Support the implementation and administration of Human Resource manual and computerised information systems to support the accurate recording of employee records and payment of staff.
- 2.7 Maintain and update information systems and ensure all records management processes are complete.
- 2.8 Maintain effective communication with other service users.
- 2.7 Input and extract data, produce standard and non-standard computerised reports across the range of HR functions and the provision and presentation of human resource information to improve management decision making.
- 2.8 Provide advice, guidance and administration support in relation to HR activities

to non-departmental Arms' Length Bodies shared service users as appropriate.

3 EMPLOYEE RELATIONS

- 3.1. Assist in providing early preventative intervention and /or informal conciliation as appropriate to aid early resolution of disputes.
- 3.2. Assist with the preparation of investigatory reports and associated documentation.
- 3.3. Assist in the preparation of documentation, presentations, etc.
- 3.4. Assist effective communication of nationally and locally agreed terms, conditions, policies and procedures ensuring that all parties are informed and changes are actioned appropriately and on a timely basis.
- 3.5. Maintain and update library of circulars relating to NJC and local agreements, manage and archive records as required.
- 3.6. Assist in the preparation of training for managers and staff on HR and employment matters including organising venues, producing training material, etc.
- 3.7. Assist with the delivery of training, as appropriate.

4. STAFF MANAGEMENT

- 4.1 Supervision of HR Assistant(s) including organisation, allocation and authorising of work, monitoring of attendance, conduct and performance.
- 4.2 Assist in the identification of training needs and provide training on administrative and computerised processes and procedures for areas of work allocated within the HR function.
- 4.3 Delegate general administrative duties as appropriate.
- 4.4 Lead, motivate and appraise staff, ensuring consistently high standards of staff morale, welfare and communication.
- 4.5 Approval of leave and travel claims where appropriate.

6. POLICY, PROCEDURE AND GOVERNANCE

- 6.1 Carry out duties in line with Libraries NI Policy and Procedures and ensure that HR policies, procedures and processes are applied fairly throughout the service.
- 6.2 Contribute to the review of administrative systems and procedures to ensure records are accurate, comprehensive and maintained to improve service delivery
- 6.3 Assist with records management processes in adherence to legislative requirements and support Governance requirements.

6.4 Assist with the analysis of statistical data and produce written reports as required.

6.5 Support the provision of internal and external audits.

6.6 Keep abreast of, and be conversant with, developments across the full range of human resource issues, including legislation both European and National, Codes of Practice, and other policies which may impact on the human resources and/or legal responsibilities.

The post holder will be required to undertake other duties as may reasonably be requested by the Line Manager from time to time or appropriate to the grade.

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserves the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.

PERSONNEL SPECIFICATION

Applicants must provide evidence that, by the closing date, they meet the following criteria:

Essential Qualifications and Experience

1. Hold a minimum of NVQ Level 3 or two GCE A Levels, or BTEC National or equivalent/higher qualifications or hold the CIPD Level 3 Certificate and possess a minimum of one years' experience in a HR Office

OR

Possess a minimum of two years' experience in a HR Office.

2. Experience of operating computerised information systems e.g. Microsoft Office systems including experience of creating, manipulating Microsoft Excel spreadsheets in a working environment.
3. Experience of working with internal and external partners/stakeholders to support service provision.

Knowledge & Skills

4. Knowledge of relevant HR Policy and Procedures
5. Up to date knowledge and understanding of relevant employment law and data protection legislation.

Other Requirements and Constraints:

6. Applicants must have access to a suitable vehicle (appropriately maintained and insured for Libraries NI business) or other suitable form of transport which will enable the successful candidate to fulfil the requirements of the post to the satisfaction of Libraries NI.

Desirable Criteria Qualifications & Experience

1. A minimum of one years' experience in the supervision of staff.
2. HR Qualification e.g. CIPD level 3 or above or degree with HR as a main component

The above essential criteria will be used for shortlisting purposes. If deemed necessary essential criteria 1 may be enhanced and/or Desirable may be used for shortlisting.

GUIDANCE NOTES FOR APPLICANTS

Libraries NI has attached information for applicants with this vacancy and it is important that applicants refer to these notes when completing their application.

It is essential that candidates provide sufficient details, using examples and dates where appropriate to demonstrate that they meet these requirements. It is not sufficient to simply list duties and responsibilities. Libraries NI will not make assumptions from the title of the post or the nature of the organisation as to the skills and experience gained. If you fail to provide sufficient detail, including the appropriate dates needed to meet the essential

criteria, your application will be rejected.

SHORTLISTING

Shortlisting will be carried out on the basis of the information provided against each specific criterion as presented on the application form. Applications will first be considered against the essential criteria. Where necessary enhanced criteria and/or desirable criteria may be applied.

Only shortlisted candidates will be called to the next stage of the selection process.

SELECTION PROCESS

In addition to meeting the essential and, if applicable, desirable criteria, candidates will be expected to demonstrate during the selection process their experience, knowledge and skills in the following key areas and draw on their personal qualities to support their answers.

Key Areas:

Resourcing

People Services and Information Systems

Employee Relations

Staff Management

Policy, Procedures & Governance

Examples of the Knowledge & Skills and Personal Qualities to be demonstrated across the range of Key Areas will include but not limited to:

- Ability to organise a busy workload to deliver effective results on time
- Flexibility to meet changing demands, prioritise and delegate as required
- Ability to communicate and work effectively with others as part of a team
- Ability to use own initiative to solve problems and respond to others
- Ability to take a responsive and customer focused approach to work
- Ability to supervise and direct staff to provide advice and guidance
- maintain confidentiality and deal with issues of a sensitive nature
- organisational and planning skills including the ability to prioritise and manage a range of tasks within deadlines
- ability to build effective working relationships
- self-motivated with a commitment to on-going personal and professional development.

Where a competition identifies more appointable candidates than there are available vacancies, a Reserve List may be created in order of suitability for further appointments within Libraries NI. This may be used for up to 12 months to fill the same or like vacancies with a similar job description and personnel specification and on the same salary scale, normally within the same location/department without further testing of merit.

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men are currently under-represented in HR, we would particularly welcome applications from men. All appointments will be made on merit.

TERMS AND CONDITIONS

These are permanent appointments. The successful candidate(s) will be employed on NJC terms and conditions of service and membership of the Northern Ireland Local Government Pension Scheme is automatic for persons eligible to join. Further information about pensions is available on the NILGOSC website www.nilgosc.org.uk

Where applicable appointments will be subject to satisfactory completion of all procedural and pre-employment checks.

Where applicable successful candidates will be subject to a probationary period of six months.

An unpaid meal break of 30 minutes will normally be taken by employees who are contracted to work 4 hours or more per day.

Travelling and Subsistence

Travel expenses at rates approved by Libraries NI will be paid in respect of approved journeys necessary as an employee of Libraries NI.

Mobility Clause

The post will be located in an agreed location, or at any alternative premises as may be reasonably required and may be subject to change following consultation with the post holder.

Excess Fares

If you are an employee of Libraries NI and in receipt of excess fares, this provision will cease on appointment.