NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Heather Currie

Name

Organisation/

Lisburn & Castlereagh City Council / Corporate Services

Department

Lagan Valley Island

Lisburn

BT27 4RL

Address

N/A

02892 447317

Telephone Fax number

Number

[Human.Resources@lisburncastlereagh.gov.uk](mailto:Human.Resources@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

**Human Resources Manager**

Secondment - Until 31st December 2018 with the possibility of an extension, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

**Human Resources Manager**

**BACKGROUND**

On the 1st April 2015 Lisburn & Castlereagh City Council assumed responsibility for the new Council area, following the amalgamation of Lisburn City Council and Castlereagh Borough Council.

The Council, made up of 40 Elected Members, represents 140,205 residents in 58,868 homes and covers an area of nearly 200 square miles.

Lisburn and Castlereagh City Council lies in the South East of Northern Ireland. It borders Belfast City Council, Armagh City, Banbridge and Craigavon Borough Council, Antrim and Newtownabbey Borough Council, Ards and North Down Council and Newry, Mourne and Down.

Purpose of the Post

As a member of the HR & OD Management Team the post holder will be required to:

* Manage and develop a high quality HR & OD service to the Council in support of the corporate plan and strategic workforce plan.
* Provide a generalist Human Resources role at a strategic level to develop, manage and co-ordinate all employee resourcing, compensation and benefits, workforce analysis, information systems and data record management activities.
* To operate in a dynamic and changing environment, recommending creative solutions to HR & OD issues and challenges, and provide professional advice and assistance on innovative HR & OD practice.
* Develop and review relevant policy work and act as a business partner for specified Council Directorate(s).

Main duties and responsibilities will include:-

1. Manage develop and co-ordinate the resourcing and recruitment and selection process for all Council appointments in accordance with relevant procedures and associated employment legislation.
2. Manage and coordinate the timely and accurate remuneration of Elected Member, Employees, workers and other groups.
3. Manage and coordinate workforce analytics and plan for the Council’s workforce to include the efficient management of HR information systems and documents and records management system for the HR & OD Unit.
4. Supervision and performance management of allocated staff.
5. To provide professional advice and support to the Council’s Departments and Units at a managerial level on all HR & OD issues.
6. Implement, monitor and devise improvements in Council policies, procedures and systems in relation to HR & OD to reflect best practice, legislation and case law.
7. Prepare reports and statistical returns to relevant Council Departments and external bodies and prepare reports and action minuted agreements from relevant Council Committees.
8. Contribute to the continued development of the quality initiatives, such as Investors in People, and participate on and contribute to appropriate internal and external groups such as PPMA.
9. Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.
10. Ensure the provision of high standards of customer care across all the services provided by the Unit and promote and manage the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.
11. Promote equality of opportunity and access in service delivery and in employment of staff through the mainstreaming of equality within the Council.
12. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.

Responsibilities – include as below:

1. Liaise with other managers within the Unit in relation to the day to day operations of the HR & OD Unit and Head of Service as required.
2. Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.
3. Promote equality of opportunity and access in service delivery through the mainstreaming of equality within the Council.
4. Ensure the provision of high standards of customer care across all the services provided by the Unit and promote the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.
5. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.

Note:

The postholder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

**3. Skills requirements**

What qualities, skills and experience are required from the individual?

It is **essential** that applicants have a minimum of:

QUALIFICATIONS

1. A third level qualification (for example, an HNC, HND, NVQ Level 4, Degree) or equivalent.
2. Chartered membership of the Chartered Institute of Personnel Development.

EXPERIENCE

1. Four years relevant middle management experience in the following areas of responsibility:

* Generalist Human Resource Management
* Provision of advice and guidance to Senior line managers on Generalist Human Resources issues;
* Assist in the development and implementation of Human Resources policies and procedures;
* Line management responsibility for a team of employees.

**Where applicants do not hold the qualifications as outlined in 1 & 2 above,** they must demonstrate a minimum of seven years’ experience as outlined in 3 above.

**4. Personnel: Please state below**

Who will the individual report to?

Who will the individual report to?

Head of Human Resources and Organisation Development (Acting)

Who will be the individual’s line manager and/or reporting officer?

Head of Human Resources and Organisation Development (Acting)

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

**Individual**

The post holder will benefit from working across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities. The successful applicant will also gain invaluable experience and at the same time will broaden the post-holders knowledge.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to develop the unit and widen the skills and experience of the existing team.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e. desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start date:** As soon as a suitable candidate has been identified and a release date has been agreed.  
**Duration:** Until 31st December 2018 with the possibility of extension, subject to the agreement of all parties.

**Location:** **Civic Headquarters,** Lagan Valley Island, Lisburn, Co. Antrim, BT27 4RL.  
  
**Resources:** Office based with relevant facilities but will involve travelling to venues outside the office complex.  
  
**Salary Scale:** £39,177-£41,967 per annum**.** Lisburn and Castlereagh City Council will meet salary costs and associated expenses.

**Selection:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.

**Contact:** For further information about the post please contact Heather Currie in Lisburn and Castlereagh City Council on 028 9244 7317 or by email at [human.resources@lisburncastlereagh.gov.uk](mailto:human.resources@lisburncastlereagh.gov.uk).

**Closing Date:** 4.00pm on Friday 09th February 2018.

**7. Endorsement**

**Interchange Manager**

Heather Currie

Signed

29th January 2018

Date