NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Sport Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Halliday

Name

Organisation/

Sport Northern Ireland

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone Fax number

028 9038 3839

N/A

Number

[chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

E-mail

Type of Opportunity

**Human Resources Officer**

Secondment – Until 31st March 2019, with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland, and an Arm’s Length Body of the Department for Communities (DfC).

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

Reporting directly to the Human Resources Manager, the Human Resources Officer will assist and support in the coordination and delivery of a comprehensive HR Administrative service to Sport Northern Ireland’s managers and staff across the three sites, to enable the achievement of the organisation’s aims and objectives.

Main objectives of the opportunity

**MAIN AREAS OF RESPONSIBILITY**

**Recruitment and Selection**

* + To co-ordinate the Recruitment and Selection process for Sport Northern Ireland
  + Assist with the development of Business Cases, Job Descriptions and Personnel Specifications for job vacancies
  + To manage the placement of all Recruitment and Selection advertisements
  + Prepare information packs, including application forms, for distribution to job applicants
  + Record application forms received onto the HR Information System
  + Assist in the preparation and arrangements for shortlisting, selection testing, and interviewing
  + Prepare shortlisting and interview packs in line with HR policy.
  + Ensure all applicants are kept informed at all stages of the recruitment process.

**Policies and Procedures**

* + Assist in the research and development of new policies and procedures and the review of current policies and procedures.
  + Assist in the development of a comprehensive Staff Handbook.

**Learning and Development**

* + Assist with the delivery of the annual Learning and Development Plan, including the sourcing of providers, tenders for delivery of specific courses, and informing staff of learning and development opportunities.
  + To assist with the design and delivery of a range of learning and development programmes both internal and external.
  + To arrange and participate in the induction of all new members of staff.

**Annual Performance Review Process**

* To assist with the co-ordination and administration of the Annual Performance and Development Review process.

**HR Information Systems**

* To update the HR Information System with applicant and employee records including personal information, absence records, recruitment information etc. ensuring it is utilised to its full potential and remains accurate.
* Maintain HR records and complete monthly management reports as required by HR Manager for example, sickness absence, flexi sheets etc.

**General and Administration**

* To assist with the development and maintenance of manual and electronic HR systems.
* To assist with analysis of statistical data and produce written reports as required.
* To provide advice, support and training on a range of human resources issues across the three sites
* To assist with the development and maintenance of the HR archive system ensuring the location and retrieval of documents as required.
* To assist with the implementation and promotion of all aspects of Equality of Opportunity.
* To maintain an up-to-date knowledge of human resources best practice.
* To provide reception cover as and when required.
* Any other duties as may reasonably be requested by Line Manager from time to time.

This job description is not regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate will need to demonstrate:

2 years’ full time (or part time equivalent) experience of working in an administrative role including experience in each of the following areas:

* Demonstrable experience in the use of computerised Management Information Systems.
* Experience of general administrative duties, to include: drafting minutes, collection of statistical information, record keeping, and filing.
* Demonstrable experience of providing advice and guidance to employees and line managers.
* Demonstrable experience in the use of Microsoft Packages including Word, Outlook and Excel.

**Desirable Criteria**

* It is desirable that the candidate has demonstrable experience in recruitment and selection including co-ordinating and administering of the full recruitment process.

**4. Personnel: Please state below**

Who will the individual report to?

HR Manager

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

HR Manager

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

**Individual**

* Experience working in an HR Department within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with HR Professionals;
* Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);

**Parent Organisation**

This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas in Human Resources whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in the provision of strong HR administration service.

**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:** It is anticipated that this opportunity will continue until 31st March 2019 with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

**Location:** House of Sport, 2A Upper Malone Road, Belfast

**Salary:** £23,428 – 24,728. Salary and other related costs will be funded by Sport NI.

**Funding:** Sport NI will fund from existing budgets.

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

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI on 028 9038 3839, or by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net).

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

02 July 2018

Date