# Hosting Proforma

Causeway Coast and Glens Borough Council (CCGBC)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Sandra Kelly

 Name

 Organisation/

OD/HR Department

 Department

Causeway Coast and Glens Borough Council

Cloonavin

66 Portstewart Road

Coleraine, BT52 1EY

 Address

 Telephone Fax number

02870347151

 Number

Sandra.kelly@causewaycoastandglens.gov.uk

 E-mail

Type of Opportunity

1 x Human Resources Business Officer/OD Temporary Secondment Opportunity (Maternity Cover 1 year)

1 x Human Resources Business Officer/OD - Temporary Secondment Opportunity

(6 months)

**2. Details of hosting opportunity:**  Description of opportunity

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| Working as part of the OD/HR Team, the HR Business Officer/OD will be aligned to one of three directorates within the Council, Environmental Services, Leisure and Development and Corporate/Performance Services. Reporting to a OD/HR Business Partner the officer will provide support, advice and guidance at an operational level to Managers and other staff on all HR Matters including:* Human Resources, service delivery, systems and information
* Organisation Development
* Resourcing and Talent Management
* Employee Relations
* Learning and Development
* People and Performance Management
* Employee Engagement and
* Attendance Improvement and Wellbeing
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 Main objectives of the opportunity

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| Key areas of responsibility include:* Provide advice, guidance and support to Managers/Supervisors and staff on OD/HR matters.
* Provide advice and assistance in relation to disciplinary and grievance matters, attend hearings and appeals and carry out the role of HR representative on panels.
* Assist in managing attendance through proactive management approaches. Meet with employees on long term absence. Compile short term and long term absence reports for the Directorate
* Prepare Recruitment and selection documentation and participate in shortlisting and interview panels. Ensure that recruitment and selection processes are in accordance with legislative and codes of practice.
* Liaise with the Recruitment Agency to meet operational requirements within the department.
* Manage the probationary process

**A full Job Description is at Annex A****A Person Specification is at Annex B** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidates will meet the following essential criteria:Be full professional members of the Chartered Institute of Personnel and Development (CIPD) i.e. Associate, Charter member or Chartered FellowHave a third level qualification in a relevant subject such as Human Resources, Organisational Development, Business Administration and have two years relevant experience in three of the following areas or be able to demonstrate four years experience in three of the following areas:* Human Resources, service delivery, systems and information
* Organisation Development
* Resourcing and Talent Management
* Employee Relations
* Learning and Development
* People and Performance management
* Employee Engagement
* Attendance Improvement and wellbeing

Have an understanding of the legislative framework governing the work of the department and an understanding of issues impacting service delivery |

**4. Personnel: Please state below**

 Who will the individual report to?

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| OD/HR Business Partner  |

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

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| OD/HR Business Partner  |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Individual** * Experience working within a busy, OD/HR team dealing with a range of issues including Recruitment and Selection, Attendance Management, Grievance and Disciplinary matters.
* Experience working within a change environment as we continue to work through the Review of Public Administration and review of structures and terms and conditions.
* Working with a wide range of managers, officers and employees and stakeholders

**Parent Organisation**The opportunity to work within a new team, contributing to a range of OD/HR matters will enrich the post holder’s experience and develop his/her abilities in a broad range of areas including improving services, communication skills.**Host Organisation**This opportunity will provide Causeway Coast and Glens Borough Council with an experienced staff member who wishes to develop their experience and career opportunities playing a key role within the team ensuring the effective delivery of OD/HR services across the Council. |

**6. Logistics**

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

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| **Start Date**: As soon as suitable candidates have been identified and release dates agreed.**Duration**: 1x HR Business Officer /OD (Temporary Maternity Cover – 12 months)1x HR Business Officer/OD (Temporary) – 6 Months**Location**: Council Offices, Cloonavin, 66 Portstewart Road, Coleriane BT52 1EY**Salary Scale:** CCGBC will meet salary costs: £26,999 - £28,785 per annum.**Hours of Work**: 37 hours per week, Monday – Friday 9.00 am – 5.00 pm (Flexi Time in operation)**Form of Transport**: The successful candidate should have access to a suitable form of transport in order to fulfil the duties of the post.**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 Sandra Kelly by email at Sandra.kelly@causewaycoastandglens.gov.uk**Closing Date:** Applications must be submitted by **5.00pm on Friday 03 May 201**9 to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Sandra Kelly** |

**Signed:**

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| **27/03/19** |

**Date:**

**ANNEX A**

**Job Description**

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**General**

**Job Title:** **Human Resources Business Officer / OD**

**Grade/Salary:**

**Directorate:** Performance

**Department:** Organisational Development and Human Resources

**Reports To:** Human Resources Business Partner / OD

**Location:** You will be based in the Coleraine offices however when required you will be asked to work flexibly across throughout the Council areas, ensuring that resources are deployed effectively and in order to respond to service priorities and to facilitate professional development.

**Responsible for:** The HR Business Officer /OD will be aligned to one of the three Directorates and will report to the HR Business Partner in providing HR support, advice and guidance at an operational level to Managers and other staff on all HR matters including:-

* Human Resources, service delivery, systems and information
* Organisation Development
* Resourcing and Talent Management
* Employee Relations
* Learning and Development
* People and Performance management
* Employee Engagement
* Attendance Improvement and Wellbeing

**Work pattern:** 37 hours per week, Monday – Friday

By its nature the post will require flexible working, for example, work outside normal office hours, including evening meetings and weekends as required.

**Tenure:**  This is a secondment

*In light of the on-going Reform of Local Government and the establishment of the new Causeway Coast and Glens Borough Council, it is expected that this role will evolve and transform with on-going changes. The post holder will therefore be expected to be flexible and adaptable to meet the changing needs and requirements of the organisation, and duties and responsibilities may vary without changing the purpose of the job or level of responsibility. This includes assisting and supporting the HR / OD Team with Directorate and Departmental initiatives, where necessary, and undertaking duties of a similar nature and responsibility as and when required and directed by Senior Human Resources staff.*

**Main Purpose of Post**

Reporting to the Human Resources (HR) Business Partner/OD, the post holder will actively contribute to and support the effective implementation and delivery of the OD/HR strategy.

The Human Resources (HR) Business Officer/OD will support the HR Business Partner/OD in providing advice, guidance and support to Managers / Supervisors and other staff on all OD/HR matters within their designated Directorate.

Working as an integral member of the OD/HR Team the post holder will work with the HR Business Partner/OD and colleagues to ensure a seamless responsive and coordinated approach to the delivery of OD/HR activities.

The HR Business Officer/OD will also develop and maintain key working relationships with Managers / Supervisors and other staff in aligned Directorate and with other corporate business partners.

The HR Business Officer/OD may be required to rotate to other areas within the OD/HR team.

Ensure that all responsibilities are carried out in a timely and effective manner and that general confidentiality is maintained in all areas relating to the work of the Council.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Work with Managers and staff within the designated Directorate to proactively support and add value to the delivery of their business objectives.
2. Assisting with the successful implementation of the OD/Human Resources Business Plan across the Council including effective implementation of all Human Resources Policies and ensuring maintenance of all Human Resources systems.
3. Undertake projects in line with the OD/Human Resources Business Plan as assigned by the OD/HR Manager and/or Head of OD/HR.
4. As a HR Business Officer/OD, provide a high level of internal and external customer service including attending meetings with service managers as required to provide updates on OD/HR issues, answer queries and schedule OD/HR activities for the department.
5. Provide advice and assistance to ensure the consistent implementation of the disciplinary and grievance policies and procedures, attend hearings and appeals as the Human Resources representative in accordance with Council policies and procedures. Draft correspondence as required.
6. Assist with preparations for Industrial Tribunal cases as required.
7. Play an active role in managing attendance through proactive management approaches. Meet with employees on long term absence in accordance with Council Policy and Procedure. Compile short term and long term absence reports for the Directorate. Analyse data to identify triggers and action accordingly.
8. Produce confidential reports, letters and correspondence as required.
9. Oversees the effective implementation and administration of the Council’s Time and Attendance system.
10. Prepare recruitment and selection documentation and participate in shortlisting and interview panels as human resources representative ensuring that all recruitment and selection processes are in accordance with relevant employment legislation and codes of practice. Review, authorise and ensure that offer letters and contracts of employment are issued in accordance with the Council policy and statutory requirements. Forward any letters dealing with contract changes to HR Advisor – Governance and ensure relevant IT (PAMS) system and all personnel files are accurate and up to date.
11. Liaise with the Recruitment Agency to meet operational requirements within the department. Ensure HR Advisor – Resourcing is informed and updated of status of all new agency workers.
12. Liaise with the HR Advisor – Resourcing and deliver relevant HR induction to new employees, temporary staff and agency workers.
13. Prepare feedback responses to applicants and deliver as appropriate.
14. Responsible for the management of probationary reports, issuing probationary guidance making sure probationary reports are prepared by managers by the appropriate date and returned to Human Resources accordingly. To identify reports which are unsatisfactory and bring these to the attention of the relevant HRBP.
15. Produce reports and statistics as required by management, committees and external agencies including reporting on key performance indicators.
16. Coordinate the implementation of the annual performance and development review system within the Directorate.
17. Assist in matters regarding job evaluation and re-grading of posts. Co-ordinate the arrangements and prepare documentation for employees proceeding through informal and formal job evaluation appeals.
18. Play an active role in corporate working including participation on cross-departmental working groups.
19. Deputise for the HR Business Partner/OD in their absence.
20. Attend meetings and participate in training relevant to the work of the Directorate.
21. Partner with OD/HR Business Support Team to deliver a seamless OD/HR service to Council for example resourcing, capacity building and performance management.
22. Liaise with employee and line manager and oversee any variations to terms and conditions of employment. Ensure IT systems (PAMS) and all personnel files are accurate and up-to-date.
23. Assist with the annual training needs analysis for the Directorate and work with the team to assist with the delivery of development activities, including training of staff.
24. Contribute to the development of OD/HR policies and procedures across the Council. Assist with the implementation of these policies and procedures across the Directorate.
25. Ensure adherence to Data Protection with regard to employee files. Monitor and continually audit all employee files to ensure compliance with Councils’ Retention and Disposal Policy.
26. Manage HR staff that directly report ensuring the delivery of the HR service.
27. At all times, ensure that legislation and statutory requirements are adhered to.

**Organisational Development**

1. To support the development and implementation of an OD strategy.
2. To contribute to the effective delivery of the capacity building programme within Council.
3. To ensure that the resourcing needs of the Council are met.
4. To undertake identified project work as directed.
5. To assist with the development of policies, procedures, processes and systems to enable the effective delivery of the OD/HR service.
6. To support the Joint Consultative Negotiating Committee and the local Action Group.

**General**

1. By its nature the post will require flexible working to meet the needs of the service. Attend meetings within Council and any relevant working groups and prepare and present reports as required.
2. Act in accordance with the Code of Conduct for local Government employees.
3. Comply with and actively promote the Council’s policies and procedures, including those relating to Fair employment, Equal Opportunities, and Health, Safety and Wellbeing.
4. Undertake the duties outlined above in a way which will enhance and protect the reputation and public profile of the Council.
5. Undertake any other duties as deemed appropriate to the achievement of the purpose and function of this post.

*The list of duties/responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties/responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.*

*If the post holder has any form of disability, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.*

**ANNEX B**

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| **Factor** | **Essential Criteria** | **Desirable criteria** | **Method of Assessment** |
| **Education / Qualification and Experience**  | **Applicants must** **1.*** be a full current professional member of the Chartered Institute of Personnel and Development (CIPD), i.e. Associate, Chartered Member or Chartered Fellow

**Consideration will be given to candidates who will commit to the achievement of graduate membership of CIPD and, if successful, this qualification must be achieved by June 2019.** **2a.*** have a third level qualification in a relevant subject such as Human Resources, Organisational Development, Business Administration or an equivalent qualification and
* be able to demonstrate two years relevant Organisational Development/ HR experience in at least three of the following eight areas
	+ Human Resources, service delivery, systems and information
	+ Organisation Development
	+ Resourcing and Talent Management
	+ Employee Relations
	+ Learning and Development
	+ People and Performance management
	+ Employee Engagement
	+ Attendance Improvement and Wellbeing

**OR****2b.*** be able to demonstrate four years relevant HR / Organisational Development experience in at least three of the following eight areas
	+ Human Resources, service delivery, systems and information
	+ Organisational Development
	+ Resourcing and Talent Management
	+ Employee Relations
	+ Learning and Development
	+ People and Performance management
	+ Employee Engagement
	+ Attendance Improvement and Wellbeing
 |  | Matching process and Interview |
| **Knowledge** | * An understanding of the legislative framework governing the work of the department
* Understanding of issues impacting on service delivery
* A clear understanding of the workings of local government and the wider environment in which it operates
 |  | Interview |
| **Behavioural Competencies****Level - Operational** | **How we provide Leadership and Direction****Managing Performance –** Sets clear, aligned, high standard performance goals and objectives for self, others and the organization.**How we manage ourselves****Managing our own work –** Plans, structures and prioritizes own work to achieve optimum results**Communicating with Impact –** Presents a positive image by communicating effectively, being resilient and treating people fairly**How we work with others****Collaborating in a Political Environment –** Develops and manages effective networks by establishing common ground**Meeting Customer Needs –** Establishes the needs of customers and strives to ensure that these are met**How we move forward****Continuously improving services** – Seeks to continually improve the services and processes that impact on users**Competencies will be assessed and monitored throughout the employment cycle. Respect for diversity and equality underpins the core competencies required for the post. Employees will be expected to treat all individuals with respect, respond sensitively to differences and encourage others to do likewise during the course of their employment with Council.** |  | Interview |
| **Other Circumstances (eg. work evenings)** | A current driving licence valid in the UK and access to a car or \*have access to a form of transport that enables you to carry out the duties of the post.\*applies only to applicants who have a disability under the Disability Discrimination Act.The nature of the post will require flexible working, for example outside normal office hours as required. |  |   |