# Hosting Proforma

**Labour Relations Agency (LRA)**

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Angela Bryans / Claire Kilpatrick

 Name

 Organisation/

HR Team – Labour Relations Agency

 Department

2-16 Gordon Street

Belfast

BT1 2LG

 Address

 Telephone Fax number

028 9033 7465

 Number

Angela.Bryans@lra.org.uk

Claire.Kilpatrick@lra.org.uk

 E-mail

Type of Opportunity

**Conciliation Officers (two posts)**

**2. Details of hosting opportunity**

 Description of opportunity

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| This is a unique opportunity to train as a **Conciliation Officer**. The LRA is seeking suitably qualified people from a trade union or HR background for this secondment opportunity. The opportunity is for one year, with a possible extension of up to a further two years, subject to the agreement of all parties. Conciliation Officers work with employers and employees who are in dispute to resolve the matter without recourse to an employment tribunal. Further information about the LRA’s conciliation work is available at <https://www.lra.org.uk/resources/leaflet/conciliation-explained>. An extensive training programme will be provided to ensure the secondees are fully proficient in conciliation techniques and processes.There are two secondments available. Secondees can be based in Belfast or Derry/Londonderry, with potential to work remotely once fully trained. Full or part time hours available.Conciliation posts are graded at Staff Officer level within the Northern Ireland Civil Service. |

 Main objectives of the opportunity

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| * To become fully trained in the role of a Conciliation Officer.
* To understand and promote the benefits of alternative dispute resolution practices (conciliation, mediation and arbitration) in the workplace.
* To understand the role of the Labour Relations Agency in promoting harmonious working environments.
* Once trained, to work with parties and their representatives to seek to resolve workplace disputes without recourse to an employment tribunal.
* Where feasible, to undertake training in mediation, and advisory roles to support the creation by employers of harmonious working environments.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Qualifications****Degree Route** – A third level qualification. This refers to a degree or equivalent level (e.g. NVQ Level 4) in one of the following fields: management, human resources, employment relations, employment law, business systems, or organisational studies.Applications through this route must demonstrate a minimum of three years’ relevant experience as set out below.**Non-Degree Route** – Applications through this route must demonstrate a minimum of five years’ relevant experience as set out below.**Experience**The relevant duration (degree or non-degree route) of relevant experience in the practice of employment relations within the trades union and/or human resources fields in at least one or more of the following areas:a) Interpreting and applying employment relations policies / procedures.b) Developing effective employment relations policies / procedures.c) Providing specialist advice or consultancy on employment relations matters.d) Representing, negotiating or consulting on employment relations matters. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Employment Relations Manager (Deputy Principal level) |

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

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| A designated Employment Relations Manager within the Employment Relations Services Directorate. |

**5. Transfer of learning**

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

 individual and their organisation.

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| The opportunity will enable the participants to learn about the principles of alternative dispute resolution and apply them back in their own organisations and/or in delivering HR/trade union support services to their customers. They will also understand the benefits of promoting harmonious industrial/employment relations within the workplace. This, in turn, will help further raise the profile of the LRA and its services among stakeholders. |

**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 a suitable candidate has been identified and a release date has been agreed (ideally November 2019).**Duration**: One year, with a possible extension of up to a further two years, subject to the agreement of all parties.**Location**: Belfast or Derry/Londonderry city centre, with agile working arrangements available.**Salary**: £30,526 to £32,157 **Funding**: Salary and associated expenses will be funded by LRA.**Selection**: A sift of applications received will take place on the basis of the criteria detailed above and final selection will be by interview. It is anticipated that interviews for this post will take place week commencing 14 October 2019. **Contact**: For further information about the post please contact Diane Edgington on 028 9033 7425 or by email at: recruitment@lra.org.uk. **Closing Date:** 17.00 on Friday 27 September 2019. **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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| **Angela Bryans / Claire Kilpatrick** |

**Signed:**

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| **11 September 2019** |

**Date:**