# Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Paula Silcock

Name

Organisation/

Lisburn & Castlereagh City Council, HR and OD Unit

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

07554881607

N/A

Number

[paula.silcock@lisburncastlereagh.gov.uk](mailto:paula.silcock@lisburncastlereagh.gov.uk)

E-mail

Secondment – Up to March 2022 with the possibility of an extension, subject to the agreement of all parties

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| **HR and OD (Organisation Development) Manager**  **KEY PURPOSE OF THE JOB:**  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 objectives of the opportunity

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| **SERVICE RESPONSIBILITIES**  **KEY DUTIES AND RESPONSIBILITIES**   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. 13. 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.   Assume a range of HR & OD general management responsibilities to include the following;-   * Advise on budgetary and resource requirements for the HR & OD; * Interpret and implement all relevant employment legislation and national, regional and local conditions of service; * Liaise and communicate with the Councils recognised Trade Union Representatives on HR & OD issues, as required; * Partake as a professional Human Resources Representative at any relevant Council processes or meetings: * Provide cover for the other managers within the Unit. * Deputise for the Head of HR & OD, as required.   The services falling within the responsibility of this post are as follows:   * Resourcing * Compensation and Benefits, including pensions. * Workforce Analytics |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is essential that applicants have a minimum of:  **QUALIFICATIONS**  **1.1** – A third level qualification (for example, an HNC, HND, NVQ Level 4, Degree) or equivalent, in a construction related discipline  **1.2** – Chartered membership of the Chartered Institute of Personnel Development  **EXPERIENCE**  **1.3** – 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 **1.1** and **1.2** above, they must demonstrate a minimum of **six** years’ experience as outlined in **1.3** above. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Caroline Magee – Head of HR and OD |

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

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| Caroline Magee – Head of HR and OD |

**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 benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Lisburn & Castlereagh City Council**  Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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:** February 2021, or as soon as a suitable candidate has been identified and a release date has been agreed.  **Salary Scale:** £41,881 - £44,863 per annum. Lisburn and Castlereagh City Council will pay salary costs and associated expenses.    **Duration**: Until March 2022 with potential for extension, subject to the agreement of all parties  **Location**: Island Civic Centre - Lagan Valley Island, Lisburn BT27 4RL and also homeworking in line with Covid restrictions  **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 Caroline Millar in Lisburn and Castlereagh City Council by email at [caroline.millar@lisburncastlereagh.gov.uk](mailto:caroline.millar@lisburncastlereagh.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 12 February 2021 to [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| Paula Silcock |

**Signed:**

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| **01 February 2021** |

**Date:**