# Hosting Proforma

Southern H&SC Trust

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Siobhan Hynds, Deputy HR Director

 Name

 Organisation/

Human Resources & Organisational Development

 Department

Human Resources Dept, Hill Building

St Luke’s Site

Armagh

 Address

 Telephone Fax number

07585327540

 Number

Siobhan.hynds@southerntrust.hscni.net

 E-mail

Type of Opportunity

Secondment opportunity to cover maternity leave - **Head of Employee Relations**

**2. Details of hosting opportunity**

 Description of opportunity

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| This is a secondment opportunity for the post of:**Head of Employee Relations****Band 8A.** Working as part of the corporate HR team, the post holder will contribute to the development of a full range of Human Resource initiatives and achievement of performance objectives. Working strategically and in support of the Deputy Director – HR Services and Assistant Directors (Business Partners), the post holder will lead the delivery of the Employee Relations service.The HR Employee Relations Function is based in Armagh, St Luke’s site. (for this post flexible, remote working and working from other Trust sites is also an option) |

 Main objectives of the opportunity

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| **See link below for job description and personnel specification**. [SHSCT\_Head of Employee Relations Band 8A (Temporary until 31/12/2022) - HSCNI Jobs](https://jobs.hscni.net/Job/18097/shscthead-of-employee-relations-band-8a-temporary-until-31122022)If you have any difficulties accessing this, please contact the Interchange Secretariat at: interchangesecretariat@finance-ni.gov.uk  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **See link below for job description and personnel specification**[SHSCT\_Head of Employee Relations Band 8A (Temporary until 31/12/2022) - HSCNI Jobs](https://jobs.hscni.net/Job/18097/shscthead-of-employee-relations-band-8a-temporary-until-31122022)**Please clearly demonstrate in your application (Candidate Proforma) how you meet the essential criteria**. If you have any difficulties accessing this, please contact the Interchange Secretariat at: interchangesecretariat@finance-ni.gov.uk.  |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Deputy Director – HR Services |

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

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| Deputy Director – HR Services |

**5. Transfer of learning**

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

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| A secondment would provide temporary cover for this critical post. It will provide an opportunity for the appointee to develop knowledge skills and experience, acquire wider and valuable experience and gain new skills in a different organisational environment.  |

**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**: 01st December 2021, or as soon as a suitable candidate is identiofied and release date agreed.**Duration**: 12 months **Location**: The HR Employee Relations Function is based in Armagh (for this post flexible, remote working and working from other Trust sites is an option)**Funding**: Southern H&SC Trust will meet salary and associated costs. The salary range is: £45k - £52k.**Closing Date: Interchange** Applications must be submitted by 4.00pm on Wednesday 10th November 2021 by application (Candidate Proforma only) to: **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| Siobhan Hynds |

**Signed:**

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| 01 November 2021 |

**Date:**