# Hosting Proforma

Business Services Organisation (HSCNI)

Name of Host

Organisation

**1. Interchange Manager’s details**

Eamonn MacManus

Name

Organisation/

BSO Human Resources

Department

7th Floor

2 Franklin Street

Belfast

BT1 8DQ

Address

Telephone Fax number

028 95363868

N/A

Number

[Eamonn.macmanus@hscni.net](mailto:Eamonn.macmanus@hscni.net)

E-mail

**HR Advisor**

Secondment until June 2022

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| **Human Resources Advisor, Band 5**  **Job Purpose:**  The post holder will contribute to and support the effective management of the Human Resources Attendance Management or Organisational Developments teams, providing advice on a full range of HR issues. The post holder will assist the HR Manager in a programme of work to include the provision of advice, guidance and support on:  **Attendance Management**   * Short Term / Long Term Absence * Ill Health Retirements / Ill Health Terminations * Temporary Injury Allowance Applications * Absence Reporting * Attendance Management Training / interactive online support package * Policy Development * Support the roll out of Health & Wellbeing initiatives   **Organisational Development**   * Design, delivery and evaluation or training interventions * Supporting the delivery of Investors in People recommendations * Supporting the Organisational Development of our customer organisations such as the Public Health Agency * Evaluating training |

Main objectives of the opportunity

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| **Job Description:**   1. Provide HR advice to managers across the BSO and client organisations on a range of Attendance Management / Organisational Development issues in accordance with BSO HR policies and procedures. 2. Provide advice to managers on all areas of flexible working, for example, job sharing, flexible hours, term time contracts etc, ensuring that appropriate contractual documentation is processed in line with HRPTS deadlines. 3. Assist the HR Managers in the development of a suite of standard operating procedures/policies, procedures / guidelines for the Attendance Management / Organisational Development services and assist with the implementation across the BSO. 4. Support with the Development and management a communications plan for ensuring all Attendance Management/ payroll /pensions/ HRPTS information is appropriately and timely shared. 5. Provide a responsive and professional advisory service for managers and staff to email and telephone queries. 6. Ensure all clients receive an effective and efficient service in accordance with SLA standards. 7. Contribute to the development of easily understood Attendance, Learning & Development and Organisational Development related policies, and participate in the delivery of training to enable appropriate and consistent application. 8. Develop processes and templates for new activities within the Attendance / Organisational Development teams 9. Record and maintain appropriate documentation in line with statutory and local requirements, taking account of data protection legislation. 10. Attend meetings with clients as required. On occasion, you may be required to represent Senior HR staff / managers at meetings and ensure items arising are brought to the attention of the appropriate Senior HR manager. 11. Ensure that a professional HR service is delivered at all times. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants must have:  University Degree or professional qualification in a Human Resources field **AND** 1 years’ experience in a Human Resources role to include the provision of professional advice to managers and staff,  **OR**  RelevantHNC / HND or equivalent / higher qualification and 2 years’ experience in a Human Resources role to include the provision of professional HR advice to managers and staff,  OR  3 years’ experience in a Human Resources role to include the provision of professional HR advice to managers and staff,  3. At least 1 year’s experience providing advice and guidance to managers on Pay & Conditions, Attendance Management or Organisational Development matters.  4. Experience of staff Supervision  5. Experience in the use of Microsoft Office applications including Microsoft Word, Microsoft Excel and Microsoft Outlook.  6. Hold a full current driving licence valid for use in the UK and have access to a car on appointment\*\*. |

**4. Personnel: Please state below**

Who will the individual report to?

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| HR Manager – Attendance or Organisational Development |

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

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| HR Manager – Attendance or Organisational Development |

**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:**  **Individual:** The individual would be working with a diverse and busy HR team, spread across the Employee Relations, Attendance Management and Organisational Development teams, they will be involved in a variety of HR initiatives with Health & Social Care.  **Parent Organisation**: The parent organisation will have a returning employee with an enhanced range of skills and an expanded network within the HSC and wider public sector  **Host Organisation**: The BSO would benefit from an external perspective on the work that we deliver, with new ideas and innovation provided by the successful applicant. |

**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.  **Duration:** It is anticipated that this opportunity will continue until 06/2022  **Location:** The person will be based at 7th Floor, Franklin Street, Belfast.  Currently staff encouraged to work from home where possible, however, there will be on occasion some requirement to come into the office.  **Salary:** £24,907 (plus incidental travel costs)  **Funding:** All salary costs will be met by the BSO  **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 Eamonn MacManus at Business Services Organisation by email at: [eamonn.macmanus@hscni.net](mailto:eamonn.macmanus@hscni.net)  **Closing Date:** Applications must be submitted by **Noon on Friday 21 January 2022** to: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **C:\Users\emacm001\Pictures\Eamonn Signature.PNG** |

**Signed:**

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| 30.12.2021 |

**Date:**