# Hosting Proforma

Mid and East Antrim Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Mr Richard Cromie

Name

Organisation/

Human Resources and Organisational Development

Department

Ardeevin

80 Galgorm Road

Ballymena

BT42 1AB

Address

Telephone Fax number

N/A

028 2563 3147

Number

Richard.cromie@midandeastantrim.gov.uk

E-mail

Type of Opportunity

**Secondment** – HR Advisor

Two posts available

**2. Details of hosting opportunity**

Description of opportunity

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| **MAIN PURPOSE OF THE JOB**   1. Responsible to the Human Resources Manager for the provision and operational delivery of the HR & OD function in line with organisational requirements and the delivery of the HR Business Plan. 2. Responsible for the day to day provision of high level of advice to line managers in all subjects fields within the HR function. 3. Responsible to the HR Project Manager on planning and implementation of key strategic projects, ensuring the delivery of the HR Business Plan. |

Main objectives of the opportunity

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| **MAIN DUTIES AND RESPONSIBILITIES**   1. **Service Delivery**    1. Provide professional advice and support regarding all employee relations issues ensuring compliance with both Council’s HR policies and procedures and legal requirements.    2. Represent Human Resources on employee relations matters such as discipline, grievances, capability, complaints investigations and termination of employment.    3. Interpret and provide advice to Head of Service and Line Managers on relevant employment legislation, best practice and terms and conditions of employment.    4. Take a lead role in conjunction with the Head of Service and Line Managers within assigned departments in the proactive management of absence across the organisation.    5. Implement Council’s Recruitment & Selection procedures, in accordance with Equality legislation and associated Codes of Practice, chair panels as required as the Human Resources representative, and deliver an effective and timely administration process for all recruitment and selection activities, involving internal and external applicants.    6. Analyse and interpret policies and procedures and provide advice to Heads of Service and line managers within assigned departments to assist them in meeting legal, procedural and workforce development requirements and monitor outcomes, to ensure that such policies are implemented consistently and effectively.    7. Develop and review policies and procedures as assigned by the Head of Human Resources & Organisation Development to ensure that they reflect best practice.    8. Responsible for the implementation of training and awareness in HR related policies and procedures as and when required in conjunction with the Learning & Development Manager.    9. Lead, deliver on and contribute to a variety of HR projects and issues allocated by the Head of Human Resources & Organisation Development in a timely and efficient manner ensuring value for money and adding value to Council.    10. Develop and maintain relationships with Trade Unions and other stakeholders to ensure a healthy industrial relations climate.    11. Work closely with the Council Employment solicitors and take the lead on any employment litigation as assigned by the Human Resources Manager or Head of Human Resources & Organisation Development.    12. Ensure that HR assistance and advice is provided by the HR Team in an impartial manner in accordance with all relevant Codes of Practice, Standards, Professional Guidelines, Policies and Procedures, Recommendations etc.    13. Work with line managers at all levels within assigned Departments to ensure that operational HR issues are identified and inform the development of HR strategies to support the delivery of the HR Business Plan and Council’s Corporate Plan.    14. Champion the HR function and develop a broad range of skills across HR in order to deliver a modern, flexible and effective service ensuring that the HR function is adding and creating value to the organisation. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants must have a minimum of a third level qualification  **AND**  Be able to demonstrate, by providing personal and specific examples, that they have **two years’ experience:**   1. Taking a lead role in the people management of a HR function and the management of employee relations implications   Developing and implementing HR policies and procedures that are aligned to corporate priorities and in accordance with legislation and best practice   1. Experience of effectively working with a range of internal or external stakeholders including Line Managers and shop stewards. 2. Management of absenteeism and case management to positive outcomes. 3. Management of recruitment and selection vacancies.     **OR**  **Alternatively** consideration may be given to applicants who do not possess the required academic qualification but can demonstrate, by providing personal and specific examples, that they have **four years’** **experience** in the **a-e** above.  All candidates must hold or **be working towards** full corporate membership of Chartered Institute of Personnel and Development (Chartered, Fellow). Candidates working towards Chartered Status must attain this no later than 2 years from appointment to post.  An understanding of the legislative framework governing the work of the Department.  An understanding of the main issues and developments impacting on service delivery within the service portfolio.  A clear understanding of the workings of local government and the wider environment and political context in which it operates.  A full current driving licence valid in the UK and access to a vehicle OR have access to a form of transport that enables you to carry out the duties of the post.   1. **How we Provide Leadership and Direction:**    1. **Leadership –** Motivates others to achieve their objectives and organisational goals through involvement and providing feedback and support.   **1.3 Managing Performance –** Sets clear, aligned, high  standard performance goals & objectives for self, others and the organisation.  **2. How we Manage Ourselves**  **2.3 Communicating with Impact** – Presents a positive  image by communicating effectively, being resilient and treating people fairly.  **3. How we Work with Others**  **3.1 Collaborating in a political environment** – Develops  and manages effective networks by establishing common ground.  **3.3 Meeting Customer Needs –** Establishes the needs of  customers and strives to ensure that these are met.  **3.4 Respect for Diversity and Equality –** Treats all individuals with respect, responds sensitively to differences and encourages others to do likewise.Ensures equality of opportunity for all.  **4. How we Move Forward**  **4.3 Achieving Results –** Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Human Resources Manager |

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

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| Human Resources Manager |

**5. Transfer of learning**

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

individual and their organisation.

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| **Benefit to Individual employee**  An opportunity to develop good interpersonal and business relationships whilst sharing and enhancing the individual’s skills. The individual will gain valuable career development opportunities, building networks in a new sector and gaining experience within a dynamic and fast paced organisation.  **Benefit to individuals employer**  Employee will enhance skills and will build new interpersonal and business relationships that will ultimately be of benefit to the employer in the future.  **Mid and East Antrim Borough Council** will benefit from different perspectives and experiences from another organisation with a view to sharing and collaborating 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**: As soon as a suitable candidate is identified and a release date agreed.  **Salary:** SO2 SCP 26 – 28 currently £30, 984 - £32, 798. MEA BC will meet salary and associated expenses.  **Working hours:** 37 hours per week. A flexi-time system is in operation. Successful candidates will be required to work 37 hours a week, Monday to Friday. Given the nature of their duties the post holder will be expected to work outside these hours at weekends, evenings and public holidays if dictated by the needs of the service.  **Duration**: This is a temporary post for 12 months with possible extension. Two positions available.  **Location**: Ardeevin, 80 Galgorm Road, Ballymena BT42 1AB  **Resources**: Appointees must have access to a form of transport which will enable them to meet the requirements of the post in full.  **Funding**: These posts will be fully funded by Mid and East Antrim Borough Council.  **Further information**: Please contact Denise Stevenson at: [denise.stevenson@midandeastantrim.gov.uk](mailto:denise.stevenson@midandeastantrim.gov.uk)  Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview  **Closing Date:** Fully approved applications must be submitted by **4.00pm on Friday 01 July 2022 to:**  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Richard Cromie** |

**Signed:**

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| **24 June 2022** |

**Date:**