# Hosting Proforma

Northern Ireland Housing Executive (NIHE)

Name of Host

Organisation

**1. Interchange Manager’s details**

Dolores Higgins

Name

Organisation/

HR - NIHE

Department

The Housing Centre

2 Adelaide Street

Belfast

BT2 8PB

Address

Telephone Fax number

028 959 82435

Number

[Dolores1.higgins@nihe.gov.uk](mailto:Dolores1.higgins@nihe.gov.uk)

E-mail

Type of Opportunity

Secondment – 1 year with possible extension

**2. Details of hosting opportunity**

Description of opportunity

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| **HR Advisor (Resourcing)** – Level 5  The HR Advisor (Resourcing) will support the Senior HR Advisor and Resourcing Manager to ensure the effective delivery of all employee resourcing activity. They will support the team to deliver the workforce plan across the Housing Executive ensuring the delivery of the People Strategy to enable us to deliver the Corporate Plan.  This is fantastic opportunity for suitably qualified individuals with experience of working in a Human Resources function and providing advice and guidance relating to resourcing matters. |

Main objectives of the opportunity

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| 1. To support the Senior HR Advisor to successfully deliver a professional, proactive, customer orientated and high quality resourcing service in support of NIHE objectives. 2. To ensure all employee resourcing activity is delivered in line with the Housing Executive’s Resourcing Policy, relevant legislation and HR best practice. 3. To implement the workforce plan in a timely basis. 4. To provide advice, guidance and support to managers and panel members on employee resourcing issues, including the application of relevant policies and procedures. 5. In conjunction with relevant recruiting managers and HR Business Partners, develop (and keep under review) all recruitment and selection documentation including job descriptions, specification, selection plans and candidate packs. 6. To ensure the timely preparation and setting of advertisements for resourcing exercises. 7. To ensure effective and timely communication with candidates and panels at all stages of recruitment and selection. 8. To ensure the timely completion of all pre-employment checks including medicals, references and Access NI checks. 9. To prepare responses to complaints or requests for feedback from candidates, public and legal representatives for final agreement by the HR Manager Resources. 10. To issue employees with their contracts of employment within the specified legal timeframe. 11. To provide suitable training for managers in recruitment and selection procedures and techniques as required. 12. To ensure the production of accurate and timely reports and management information on employee resourcing activities as required including information required for Corporate Services Reports.   *Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*  **The full job description has been included in Appendix 1**. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Degree level qualification (Level 6\*) in Human Resource Management   **AND**  Minimum of 1 years’ experience working in a Human Resources function to include employee resourcing.  **OR**  Level 5\* qualification in Human Resources  **AND**  Minimum of 2 years’ experience working in a Human Resources function to include employee resourcing.  \*Refer to Qualifications Framework   1. Current professional membership of the Chartered Institute of Personnel and Development at Associate Member (Assoc CIPD) or above   **OR**  Can demonstrate ability to obtain this within 1 year of the closing date.   1. Can demonstrate relevant HR experience in at least 3 of the 4 areas below:    1. providing professional HR advice to managers on employee resourcing matters    2. providing end to end recruitment and selection services    3. effectively implementing resourcing policies and procedures    4. providing HR statistics and/or reports for managers. 2. Sound understanding of current employment legislation relating to employee resourcing. 3. Can demonstrate:    * Excellent planning and organisational skills    * Ability to work accurately under pressure of multiple deadlines    * Strong interpersonal and influencing skills    * Strong customer orientation    * Excellent attention to detail 4. Possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Resourcing Manager (Level 7) |

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

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| Resourcing Manager (Level 7) |

**5. Transfer of learning**

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

individual and their organisation.

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| NIHE will benefit from new skills, experience and fresh thinking that the individual will bring to the role. The individual will develop a range of skills and benefit from a diverse workload and working environment, which will all contribute their own personal development. The skills and experience gained will be readily transferable to the individual’s organisation. |

**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**: 1 January 2023 (or as soon as possible)  **Duration**: 1 year secondment with possible extension  **Location**: The Housing Centre  2 Adelaide Street  Belfast  BT2 8PB  **Salary**: The salary scale for this Level 5 post is £24,920 - £30,094 per annum.  **Further information**: There are currently up to 2 posts available.  **Process:** Shortlisting of applications will take place w/c 14th November 2022, those who are successfully shortlisted will be invited to an interview w/c 21st November 2022. Dates are subject to change.  **Closing Date:** Applications must be submitted by 5.00pm on Friday 11th November 2022 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Dolores Higgins** |

**Signed:**

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| **24/10/22** |

**Date:**

**Appendix 1**

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| **Directorate:** | Corporate Services | |
| **Dept:** | | Human Resources |
| **Job Title:** | | HR Advisor (Resourcing) |
| **Grade:** | | Level 5 |
| **Reports to:**  **Location:** | | HR Manager - Resourcing (Level 7)  Housing Centre Belfast with regular travel throughout NI |

**MAIN PURPOSE**

To support the Senior HR Advisor to ensure the effective delivery of all employee resourcing activity for the Housing Executive.

To contribute to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

**Our Vision**

*”Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place.”*

**Our Values**

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| **MAKING A DIFFERENCE**   * We strive to make people’s lives better * We put our customers first and deliver right first time * We build strong partnerships and share great ideas | **FAIRNESS**   * We treat our customers, staff and partners fairly * We respect diversity * We work in an open and transparent way |
| **PASSION**   * We are professional in all that we do * We strive for excellence * We look for new, creative, better ways to do things | **EXPERTISE**   * We believe in our people * We are constantly learning and developing * We provide strong confident leadership |

**Key Responsibilities**

1. To support the Senior HR Advisor to successfully deliver a professional, proactive, customer orientated and high quality resourcing service in support of NIHE objectives.
2. To ensure all employee resourcing activity is delivered in line with the Housing Executive’s Resourcing Policy, relevant legislation and HR best practice.
3. To implement the workforce plan in a timely basis.
4. To implement the Resourcing Policy and any associated policies and procedures.
5. To provide advice, guidance and support to managers and panel members on employee resourcing issues, including the application of relevant policies and procedures.
6. To regularly review and update processes and procedures relating to employee resourcing.
7. In conjunction with relevant recruiting managers and HR Business Partners, develop (and keep under review) all recruitment and selection documentation including job descriptions, specification, selection plans and candidate packs.
8. To work closely with Organisation Development (OD) in relation to assessment and testing as required including the development of new ways to assess candidates.
9. To ensure the timely preparation and setting of advertisements for resourcing exercises.
10. To ensure effective and timely communication with candidates and panels at all stages of recruitment and selection.
11. To ensure the timely completion of all pre-employment checks including medicals, references and Access NI checks.
12. To prepare responses to complaints or requests for feedback from candidates, public and legal representatives for final agreement by the HR Manager Resources.
13. To issue employees with their contracts of employment within the specified legal timeframe.
14. To ensure all resourcing activity records are held appropriately in line with legislative requirements.
15. To keep up-to-date with the latest developments in recruitment best practice and legislation.
16. To work collaboratively with key stakeholders to ensure an integrated approach to service delivery e.g. other HR colleagues, Finance, IT.
17. To ensure key performance indicators relating to resourcing are achieved and that a high quality service is delivered to the customer.
18. To provide suitable training for managers in recruitment and selection procedures and techniques as required.
19. To ensure the production of accurate and timely reports and management information on employee resourcing activities as required including information required for Corporate Services Reports.
20. To provide support and resilience to the Employee Services function as and when required.
21. To undertake project work as directed by the HR Manager Resources using the principles of good project management.
22. **General**
23. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
24. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
25. To ensure continued and effective working relationships with key internal and external stakeholders, particularly Finance and IT.
26. To represent the HR Manager Resources as required and provide support and cover for the other Senior HR Advisors across the HR and OD Departments to ensure resilience as far as practicable.
27. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
28. To comply with and enforce all NIHE frameworks, policies and procedures, including but not limited to those relating to legal requirements such as equality, health and safety and information governance.
29. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
30. To undertake project work as directed by the HR Manager Resourcing using the principles of good project management and in line with NIHE practice.
31. To participate as directed in the NIHE Resourcing activity in line with NIHE Resourcing Policies and Procedures.
32. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*