# 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

E-mail

Type of Opportunity

Secondment – 1 year with possible extension

**2. Details of hosting opportunity**

Description of opportunity

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| Senior HR Advisor (Employee Relations) – Level 6  The Senior HR Advisor, Employee Relations will support the HR Business Partners to deliver timely HR solutions, advice and support across the Service, with a primary focus on the day to day management and implementation of grievance, discipline, dignity at work and attendance management cases.  This is fantastic opportunity for suitably qualified individuals with experience of working in a Human Resources function and providing advice and guidance relating to complex employee relations matters. |

Main objectives of the opportunity

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| 1. To support HRBPs to deliver an effective and customer orientated HR service to the business. 2. To support HRBPs to provide professional and timely HR solutions, advice and support across the service, with a primary focus on the day to day management and implementation of grievance, discipline, dignity at work and attendance management cases. 3. To provide proactive specialist HR advice and support to managers in the application of core HR policies and procedures including Attendance Management, terms and conditions, employment law and HR best practice. 4. To provide professional HR advice and support to managers and ensure the consistent implementation of the Dignity at Work, Grievance, Performance and Disciplinary policies and procedures. 5. To support HRBPs to implement HR solutions through early intervention and prevention through effective engagement and communication, the use of informal resolution, mediation and other solutions, ensuring compliance with policy and that any risks to the Housing Executive are effectively managed. 6. To manage and progress all assigned employee relations cases in a timely manner, ensuring regular communication with the parties. 7. To liaise with Trade Unions, organise meetings, hearings and appeals; where appropriate undertaking investigations, compiling reports, taking minutes, acting as HR rep on panels; updating files. 8. To prepare documentation for hearings, appeals and Industrial Tribunal cases as and when required, as the Human Resources representative in accordance with policy and procedure, liaising with the NIHE legal team as appropriate. 9. To develop and produce reports, monitor performance, identify trends and recommend interventions as appropriate. 10. To manage and progress all assigned attendance management cases in a timely manner, ensuring regular communication with the parties and ensuring a pro-active approach to attendance management and health & well-being interventions. 11. To ensure occupational health referrals are effectively managed and implemented including reviewing and implementing reports in conjunction with managers. 12. To facilitate and support Attendance Management case conferences as required. 13. To research, develop and review new and existing HR policies as required in accordance with HR best practice and legislative context. 14. To carry out HR related project work as directed by the HRBP using the principles of good project management and in line with Housing Executive practice. 15. In conjunction with the L&OD team, to deliver appropriate HR learning and development interventions to line management and employees to develop people management capability and employee awareness as and when required. 16. To assist in the delivery of resourcing activity, contributing to the workforce planning process, and delivery against the same, as and when required.   *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 2 years’ experience working in a Human Resources function to include providing professional advice and guidance to managers on employee relations matters.  **OR**  Level 5\* qualification in Human Resources  **AND**  Minimum of 3 years’ experience working in a Human Resources function to include providing professional advice and guidance to managers on employee relations matters.  \*Refer to Qualifications Framework for equivalencies   1. Hold 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 commencement.   1. Significant relevant HR experience in at least 4 of the following 5 areas: 2. Managing Attendance 3. Managing Grievance and/or Dignity at work cases 4. Managing Disciplinary cases 5. Developing HR Policy & Procedures 6. Delivering HR projects in support of business objectives 7. Demonstrate a sound understanding of current employment legislation relating to employee relations. 8. 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      1. Possess a full current UK driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Relevant Senior HR Business Partner (Level 8) / HRBP (Level 7) |

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

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| Relevant Senior HR Business Partner (Level 8) / HRBP (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 6 post is £29,174 - £36,370 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:** | | Senior HR Advisor (Employee Relations) |
| **Grade:** | | Level 6 |
| **Reports to:**  **Location:** | | HR Business Partner (Level 7)  Housing Centre Belfast with regular travel throughout NI. |

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**MAIN PURPOSE**

To support HR Business Partners to deliver timely HR solutions, advice and support across the Service, with a primary focus on the day to day management and implementation of grievance, discipline, dignity at work and attendance management cases.

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 HRBPs to deliver an effective and customer orientated HR service to the business.
2. To support HRBPs to provide professional and timely HR solutions, advice and support across the service, with a primary focus on the day to day management and implementation of grievance, discipline, dignity at work and attendance management cases.
3. To provide proactive specialist HR advice and support to managers in the application of core HR policies and procedures, terms and conditions, employment law and HR best practice.
4. To ensure co-ordination and consistency of advice through regular liaison and exchange of ideas and best practice.
5. To ensure effective working relationships with customers and key stakeholders e.g. other Senior HR Advisors and the wider HR team.
6. To manage the day to day activities of the Employee Relations Team.

**Employee Relations**

1. To support HRBP’s to deliver all employee relations activities across the service.
2. To provide professional HR advice and support to managers and ensure the consistent implementation of the Dignity at Work, Grievance, Performance and Disciplinary policies and procedures.
3. To support HRBPs to implement HR solutions through early intervention and prevention through effective engagement and communication, the use of informal resolution, mediation and other solutions, ensuring compliance with policy and that any risks to the Housing Executive are effectively managed.
4. To manage and progress all assigned employee relations cases in a timely manner, ensuring regular communication with the parties.
5. To liaise with Trade Unions, organise meetings, hearings and appeals; where appropriate undertaking investigations, compiling reports, taking minutes, acting as HR rep on panels; updating files.
6. To prepare documentation for hearings, appeals and Industrial Tribunal cases as and when required, as the Human Resources representative in accordance with policy and procedure, liaising with the NIHE legal team as appropriate.
7. To develop and produce reports, monitor performance, identify trends and recommend interventions as appropriate.

**Attendance Management and Health & Well-Being**

1. To support HRBP’s on Attendance Management and Health & Well-being activity within the assigned business areas.
2. To provide professional HR advice and support to management at all levels to ensure the consistent implementation of the Attendance Management policy and procedures.
3. To provide advice, support and solutions to management in conjunction with the Health & Well-being team to enable the effective management of short and long-term absence and enable the timely return of employees to work.
4. To manage and progress all assigned attendance management cases in a timely manner, ensuring regular communication with the parties and ensuring a pro-active approach to attendance management and health & well-being interventions.
5. To ensure occupational health referrals are effectively managed and implemented including reviewing and implementing reports in conjunction with managers.
6. To facilitate and support Attendance Management case conferences as required.
7. To monitor and report on attendance management and recommend interventions as appropriate.

**HR Projects and Policy**

1. To research, develop and review new and existing HR policies as required in accordance with HR best practice and legislative context.
2. To carry out HR related project work as directed by the HRBP using the principles of good project management and in line with Housing Executive practice.
3. To support HRBP’s to implement key HR projects such as structural change, insourcing/outsourcing of services, changes to terms and conditions, in line with Housing Executive policy and the legislative context.

**Resourcing and Learning & Development**

1. In conjunction with the L&OD team, to deliver appropriate HR learning and development interventions to line management and employees to develop people management capability and employee awareness as and when required.
2. To assist in the delivery of resourcing activity, contributing to the workforce planning process, and delivery against the same, as and when required.
3. To maintain an up-to-date knowledge of developments across a broad range of HR-related activity to include changes to regulations, legislation and national/local terms and conditions of employment (Continuing Professional Development).

**General**

1. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
2. 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.
3. To ensure continued and effective working relationships with key internal and external stakeholders.
4. To represent the HRBPs as required and provide support and cover for the other Senior HR Advisors across the HR Advisor and OD Departments to ensure resilience as far as practicable.
5. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the Housing Executive.
6. To comply with and enforce all Housing Executive frameworks, policies and procedures, including but not limited to those relating to legal requirements such as equality, health and safety and information governance.
7. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
8. To undertake project work as directed by the HRBP using the principles of good project management and in line with Housing Executive practice.
9. To participate as directed in Resourcing activity in line with Housing Executive Resourcing Policies and Procedures.
10. 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.*