# Hosting Proforma

Utility Regulator

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Susan Lavery

 Name

 Organisation/

Utility Regulator

 Department

Queens House

14 Queen Street,

Belfast BT1 6ED

 Address

 Telephone Fax number

028 9031 1575

 Number

Susan.lavery@uregni.gov.uk

 E-mail

Type of Opportunity

Secondment 12 months to cover maternity leave with the possibility of an extension in line with the maternity leave and subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

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| Job Title - **HR Officer Maternity Cover**To work proactively as part of the HR team to assist the HR Manager and work with the other HR Officer by providing operational support across the HR remit. The role specifically involves recruitment administration along with other routine and ad-hoc HR administrative responsibilities. It would suit a well organised and resilient individual who is very comfortable using Microsoft Office products to an intermediate or advanced level and quickly adapts to other software.The role is also suited to someone who is confident working on their own initiative requiring little supervision but who also works well as part of a close team. An understanding or knowledge of payroll, annual leave and salary calculations would be helpful, as would some understanding of pensions elements.Key Responsibilities* To support the HR and Training Team to coordinate and provide administration support for recruitment and selection activities. Including pre-employment and right to work checks and induction.
* To ensure that employee records and documentation are kept up to date, including right to work documentation, flexi-sheets, absences, annual leave, performance management, secondment agreements, probationary reports and notice periods.
* To ensure that accurate absences and attendance records are maintained and reported, to produce monthly/quarterly absence management statistics for HR reporting.
* Support the team and the HR Manager in developing and delivering the objectives of the UR People Strategy (URP) and in line with the IiP standards for accreditation, Best Companies and Diversity Charter.
* To support the HR and Finance Team in the preparation of the payroll, and providing accurate information to NI Civil Service (NICS) Pensions.
* To undertake organisational administration tasks, including reception and telephone cover, as required.

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 Main objectives of the opportunity

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| * To support the HR and Training Team to coordinate and provide administration support for recruitment and selection activities. Including pre-employment and right to work checks and induction.
* To support the HR Finance and Procurement Team in the preparation of the payroll, and providing accurate pension information.
* To keep up to date the employee Benefits Guide; liaise with external partners in administration of benefits such as GAYE, Cycle to Work Scheme, Benenden, Inspire, the Charity for Civil Servants etc.
* To ensure that employee records and documentation are kept up to date, including right to work documentation, flexi-sheets, absences, annual leave, performance management, secondment agreements, probationary reports and notice periods.
* To ensure that accurate absences and attendance records are maintained and reported, to produce monthly/quarterly absence management statistics for HR reporting.
* To prepare and submit HR reports and returns to the Leadership Team of the Utility Regulator, external agencies, and statutory bodies, as required.
* To contribute to annual equality monitoring returns.
* To undertake organisational administration tasks, including telephone cover, as required.
* To assist in strengthening the profile, reputation and relevancy of the Utility Regulator to staff, consumers, stakeholders and industry.
* To promote a culture of professionalism, openness, inclusiveness and transparency across all aspects of the Utility Regulator’s operational activity and service delivery.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate must have:* Proven experience of working effectively in a HR generalist role providing support services, particularly in recruitment and selection.
* Working experience of IT systems including use of MS Office and Excel to maintain HR information and produce accurate reports.
* Ability to demonstrate working proactively.
* Ability to demonstrate excellent organisational skills and experience working to deadlines while ensuring attention to detail and accuracy.

It would be desirable for candidates to have:* Experience of providing HR support or experience in areas of equality (diversity & inclusion); performance management/appraisal; and learning and development would be desirable.
* Experience of contributing to payroll preparation
* CIPD qualification or working towards
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Susan Lavery |

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

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| Susan Lavery |

**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 post holder will work proactively as part of the HR team by providing operational support across a broad generalist HR remit, including recruitment and selection, equality, attendance management, employee relations, performance management, learning and development, wellbeing initiatives and payroll preparation. The HR Officer will have the opportunity to work on a wide range of areas with a wide range of grades. We are currently undergoing a period of restructure and expansion and the Interchange Scheme provides an opportunity for someone from outside to bring an external perspective at this time of change, also ensuring the HR function continues to operate effectively during the incumbent officer’s maternity leave. We are ambitious about the future of the organisation and we are looking for passionate people who can help us achieve our goals and energetically display our organisational values.The role involves active engagement with teams and senior leaders across the organisation and the Department will benefit from new skills and experience that the post holder will bring from an external perspective. The successful individual will develop a best practice understanding and approach to all areas of HR. The post holder will also gain experience assisting with the delivery of a number of strategic objectives, while working on supporting UR achieving excellence through models such as IiP, Best Companies, Diversity Charter mark. The individual and their employer will benefit from the experience gained through being involved in this fast moving and challenging area. |

**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.**Duration**: 12 months full-time secondment opportunity from the date of commencement (may be extended to up to three years in totality, subject to the agreement of all parties).**Location**: Queen House 14 Queen Street, Belfast BT1 6ED**Hybrid Working:** Currently up to two days in the office, and as required for training, meetings, team leadership, and by Senior Management. **Resources**: A laptop, screen and chair will be provided. **Form of transport**: N/A **Funding**: UR will meet salary and any associated expenses and the salary range is £26,017-£26,575 per annum or a level transfer for NICS staff at Grade EO2.**Further information**: For further information please contact Susan Lavery on Tel: 07738390114 or by email at: susan.lavery@uregni.gov.uk**Closing Date:** Applications must be submitted by email by **4.00pm on Tuesday 09 May 2023** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For employees from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Susan Lavery** |

**Signed:**

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| **20 April 2023** |

**Date:**