NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Victims & Survivors Service

Name of Host

Organisation

**1. Interchange Manager’s details**

Andrew Walker

Name

Organisation/

VSS – Corporate Services

Department

1st Floor, Seatem House

28 – 32 Alfred Street

Belfast

BT2 8EN

Address

N/A

02890 251709

Telephone Fax number

Number

[andrew.walker@vssni.org](mailto:andrew.walker@vssni.org)

E-mail

Type of Opportunity

**Human Resources Manager**

Secondment - Until August 2019

**2. Details of hosting opportunity**

Description of opportunity

The Victims and Survivors Service (VSS) was established to deliver support and services for all victims and survivors of troubles/conflict-related incidents.

The VSS is seeking the appointment of a **Human Resources Manager** who will be responsible for managing the internal HR function within VSS.

This post reports to the Head of Corporate Services, and does not include any staff management.

Main objectives of the opportunity

* Manage and coordinate all recruitment and selection activities on behalf of the VSS.
* Manage and coordinate learning and development activities.
* Provide HR advice, guidance and recommendations to the VSS management team.
* Draft, update and review the VSS HR related policies and procedures.
* Develop and maintain HR processes and procedures throughout the VSS, including performance management, absence management, promotion processes, exit interviews, disciplinary and grievance procedures.
* Manage the procurement of temporary workers.
* Manage all aspect of Health and Safety legislation compliance both within the HR function and the wider organisation.
* Liaise with Payroll to ensure the accurate and timely processing of information.
* Liaise with the chosen pension provider and offer information and advice for employees.
* Contribute to the preparation, development and implementation of the Human Resources Strategy in accordance with the Victims and Survivors Service strategic objectives.
* Liaise closely with the Finance and Governance function to ensure the appropriate interpretation of details on salaries and wages and other terms and conditions of employment are conveyed and adopted.
* Facilitate negotiation with relevant Trade Unions, employees, management and relevant stakeholders on operational and employee relation matters providing guidance and solutions in line with Victims and Survivors Service strategy.
* Provide effective professional HR guidance and recommendations to the Senior Management Team and Departmental Managers in delivering the strategic and business plans.
* Deliver results against HR departmental and business objectives.
* Management of VSS premises, ensuring maintenance is carried out and compliance with legislation.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The candidate must have full membership of a recognised professional HR Body.

Experience should be demonstrated in the following areas:

* Taking a leading role in providing advice and support to senior management on employee relations issues such as disciplinary, grievance and attendance management
* Taking a leading role in providing advice and support to senior management on recruitment and selection issues, including full management of recruitment competitions
* Management of processes for leave/attendance, and provision of HR information for payroll processing
* Possess excellent people management, influencing and negotiation skills.
* The planning and organising of work to ensure the most effective use of available time and resources. Obtaining and organising information and resources to support work activities in line with policies and procedures. Working to tight deadlines and the ability to work under pressure. Attention to detail and accuracy with figures are essential.
* A high degree of literacy with the ability to write reports, memos and letters on highly complex or sensitive issues.
* An understanding of HR issues, legislation and best practice

The post-holder requires strong IT skills and competence in the use of all aspects of Microsoft Office.

**4. Personnel: Please state below**

Who will the individual report to?

This post reports to the Head of Corporate Services

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

VSS Head of Corporate Services

**5. Transfer of learning**

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

individual and their organisation.

Victims & Survivors Service will benefit from the introduction of new approaches, techniques and perspectives from the successful individual.

The successful individual will gain experience in providing a full range of HR services within an ALB, and in reporting directly to senior management. The post-holder will benefit from participating at the centre of an organisation delivering positive outcomes in a unique sector.

In doing so the knowledge gained will benefit the individual’s organisation through the transfer of learning and approaches utilised within the VSS.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** June 2018 or as soon as a suitable candidate has been identified and a release date has been agreed.

**Duration:** Until August 2019.

**Location:** 1st Floor, Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN

**Salary:** £29,317 to £31,446

**Funding:** Covered by host body and reimbursed by VSS

**Selection:** Paper sift & Interview

**Contact:** For further information about the post please contact VSS by email at [Recruitment@vssni.org](mailto:Recruitment@vssni.org)

**Closing** 5.00pm on Friday 27 April 2018

**Date:**

**7. Endorsement**

**Interchange Manager**

Andrew Walker

Signed

28/03/18

Date