# Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Paula Silcock

Name

Organisation/

Lisburn & Castlereagh City Council, HR and OD Unit

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

N/A

N/A

Number

[paula.silcock@lisburncastlereagh.gov.uk](mailto:paula.silcock@lisburncastlereagh.gov.uk)

E-mail

Secondment – Until April 2022, with the possibility of an extension, subject to the agreement of all parties

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| **HR and OD (Organisation Development) Advisor**  **KEY PURPOSE OF JOB:**  As a member of the HR & OD team the post holder will be required to:   * Provide and develop a high quality HR & OD Service to the Council in support of the corporate plan & strategic workforce plan. * To operate in a dynamic and changing environment, inputting to creative solutions to HR & OD issues and challenges, and provide professional advice on innovative HR & OD. * Provide accurate and timely procedural support and information to Employees, Line Managers and Customers on a range of Human Resources issues |

Main objectives of the opportunity

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| **KEY RESPONSIBILITIES**   1. Carry out the Recruitment and Selection in accordance with the Council’s Recruitment Policies, Equal Opportunity Policy, the Local Government Staff Commission’s Code of Practice on Recruitment and Selection, employment legislation, best practice and associated codes of practice. 2. To be the Human Resources representative at relevant Employee Relations processes including disciplinary cases, grievance cases, harassment cases, attendance cases, flexible working requests, FCR’s etc. 3. Liaise with the Council’s Occupational Health Service in accordance with the Council’s Policy for Managing Attendance and pre-employment health checks. 4. To assist with the induction process of new employees to the Council. 5. Carry out administration for new starts, leavers, secondments, transfers and amendments to employee records and documentation. 6. To provide effective advice and support to the Council’s Departments and Units on generalist Human Resources issues at an advisory level. 7. To provide support and advice to line managers in relation to the implementation of Human Resources related policies and procedures. 8. As directed, assist with the preparation of Monthly / Year End Reports such as Equal Opportunities and Absence. Also assist in preparing reports and statistical returns to relevant Council Departments, external bodies and Council Committees. 9. Promote equality of opportunity and access in service delivery and in employment of staff through the mainstreaming of equality within the Council. 10. Liaise with the other Human Resource Advisors in delivering the day to day service requirements within the HR & OD Unit, as required.   Assume a range of Human Resources generalist responsibilities at an advisory level to include the following;-   * Provide advice and support to line managers on Human Resources issues; * Provide advice and guidance on all relevant legislation and national, regional and local conditions of service; * Develop, maintain and test the Human Resources Information Systems, as required; * Provide cover for the other Human Resources Advisors. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of:   1. QUALIFICATION   Five GCSE passes at grade A-C, NVQ level 2 or equivalent.  Current Membership of the Chartered Institute of Personnel and Development   1. EXPERIENCE   Three years relevant experience in **all** of the following areas of responsibility;   * Human Resources * Provision of advice and guidance to line managers on Generalist Human Resource issues   Where applicants do not hold the qualifications as outlined in 1 above, they must demonstrate a minimum of **five** years’ experience as outlined in 2 above.   1. KNOWLEDGE   A working knowledge of computerised Human Resource Information Systems |

**4. Personnel: Please state below**

Who will the individual report to?

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| Paula Silcock – HR&OD Advisor |

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

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| Paula Silcock – HR&OD Advisor |

**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 opportunity will benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Lisburn & Castlereagh City Council**  Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working 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:** February 2021, or as soon as a suitable candidate has been identified and a release date has been agreed.  **Salary Scale:** £24,982 - £27,041 per annum. Lisburn & Castlereagh City Council will pay salary costs and associated expenses.    **Duration**: Until April 2022 with potential for extension on agreement of all parties  **Location**: Island Civic Centre - Lagan Valley Island, Lisburn BT27 4RL and also homeworking in line with Covid restrictions  **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview  **Further information:** For further information about the post please contact Caroline Millar at Lisburn and Castlereagh City Council by email at: [caroline.millar@lisburncastlereagh.gov.uk](mailto:caroline.millar@lisburncastlereagh.gov.uk)  **Closing Date:** Applications must be submitted by 5pm on Friday 12 February 2021 to [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| Paul Silcock |

**Signed:**

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| 01 February 2021 |

**Date:**