# Hosting Proforma

Mid Ulster District Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Linda Carson

Name

Organisation/

Human Resources

Department

18 Killymeal Road,

Dungannon,

Tyrone

BT71 6LJ

Address

Telephone Fax number

03000 132 132

Number

[Linda.carson@midulstercouncil.org](mailto:Linda.carson@midulstercouncil.org)

E-mail

Type of Opportunity

Secondment - Temporary HR Business Partner

**2. Details of hosting opportunity**

Description of opportunity

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| **Purpose and Function of Post**   * Provide a support role within the Organisational Development Department, to ensure an effective and efficient delivery of a full range of human resources related services for the organisation. * Responsible for providing first line HR advice to managers and staff and ensuring HR policies and procedures are effectively developed and implemented across the organisation. * To contribute to a coordinated provision of the full range of Human Resources functions provided by the Department including the consistency and continuity of services.   A link to the full Job Description is at Annex A |

Main objectives of the opportunity

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| **Principal Duties and Tasks Performed:**   1. To assist with project leadership in the development, implementation, training and maintenance of a new integrated HR Management system, ensuring the system meets the needs of the service and business requirements. 2. To manage and resolve a range of complex employee relation issues, through participation in consultation and negotiation with recognised trade unions and staff representatives. 3. Be able to interpret and advise on relevant employment legislation, best practice and terms and conditions of service. 4. Provide professional advice and support regarding all employee relations issues ensuring compliance with both Council’s HR policies and procedures and legal requirements. 5. To represent Human Resources on employee relations matters such as discipline, grievance, capability, complaints investigation and termination of employment. 6. To implement the Council’s Recruitment and Selection procedures, in accordance with Equality legislation and associated Codes of Practice, chair panels as required as the Human Resources representative, and deliver an effective and timely administration process for all recruitment and selection activities, involving internal and external applicants. 7. To develop, collate and deliver monthly HR statistical information reports on recruitment, turnover, absence and other ad hoc reports as required through the effective application of current HR database reporting systems, and the new integrated HR Management System. 8. To take responsibility for monitoring attendance management in liaison with employees, managers and trade unions to reduce absence in the organisation, and to deal with in accordance with policies and procedures. 9. Participate in the delivery of the Corporate Induction Programme for new staff. 10. Develop and maintain a staff handbook. 11. Assist with the development, monitoring and implementation of policies, strategies, guidance and plans of an employee relations nature across the council, to meet corporate objectives and values, liaising with management teams, recommending strategic approaches or options based on research and appraisal. 12. Assist with the completion of all statutory reports. 13. Adhere to and comply with all Council policies and procedures relevant to this role, including arrangements for risk management. 14. Ensure the Council’s performance management framework is consistently implemented and provide advice, support and guidance to Line Managers in setting annual performance improvement objectives at departmental and individual level. 15. Achieve high standards of personal performance, through meeting agreed personal targets and undertaking planning programmes of professional development. 16. Comply with MUDC Health & Safety policy and Codes of Practice and adhere to all equal opportunities policies and promote a positive approach to equality and diversity within the workplace. Act in accordance with the code of conduct for local government employees.   **Please note:** This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. The post holder will be required to carry out any other duties up to and including the grade for the position offered as necessary to fulfil the purpose and function of the post. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **PERSON SPECIFICATION**  **1. Qualification and Experience (Applicants must complete either 1.1, 1.2 and 1.5 OR 1.3, 1.4 and 1.5**  **1.1 Qualifications**   * Hold membership of the Chartered Institute of Personnel and Development (Associate, Chartered or Fellow) or Membership of an equivalent HR professional body at an equivalent level.   **AND**   * 1. **Experience – Essential Criteria**   Applicants must demonstrate by way of example a minimum of one years relevant generalist HR experience including:   * Providing professional HR advice and support to management. * Dealing with employee/industrial relations issues, including trade union or equivalent negotiations * Chairing Grievance, Disciplinary and Recruitment Panels, and dealing with the processes from initiation to completion. * A working knowledge of a Human Resource Information System/Programme * Developing and implementing effective human resources policies and procedures.   **OR**  **1.3 Qualifications**   * Hold membership of the Chartered Institute of Personnel and Development (Foundation Level 3) or Membership of an equivalent HR professional body at an equivalent level.   **AND**  **1.4 Experience – Essential Criteria**  Applicants must demonstrate by way of example a minimum of three years relevant generalist HR experience including:   * Providing professional HR advice and support to management. * Dealing with Employee/industrial relations issues, including trade union or equivalent negotiations * Chairing Grievance, Disciplinary and Recruitment Panels, and dealing with the processes from initiation to completion. * A working knowledge of a Human Resource Information System/Programme * Developing and implementing effective human resources policies and procedures.   **1.5** Applicants must possess a full, current driving licence which enables them to drive in Northern Ireland and a vehicle available for official business or have access to a form of transport which enables them to meet the requirements of the post in full1.  *1Please be advised that this alternative is a “reasonable adjustment” specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence.* |

**4. Personnel: Please state below**

Who will the individual report to?

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| HR Manager |

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

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| HR Manager |

**5. Transfer of learning**

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

individual and their organisation.

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| Mid Ulster District Council 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**

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| **Start Date**: Subject to agreement the postholder will commence work within two  weeks of accepting the post  **Duration**: Temporary Contract to 30 June 2023 (with possible extension)  **Location**: 18 Killymeal Road, Dungannon (the postholder will be required to  work across other locations to meet the needs of the service)  **Salary:** PO1 (SCP 27 – 30) £31,895 - £34,373 gross per annum.  **Closing Date:** Applications must be submitted by 5.00pm on **Friday 10 June 2022** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Linda Carson** |

**Signed:**

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| **26 May 2022** |

**Date:**

**Annex A**

