

Job Description

Threshold is a local regional charity committed to enabling individuals with disability or recovering from mental illness to live full, independent lives in the community. We are seeking a HR professional to deliver HR support to colleagues across our growing health and social care services.

Job Title:	People Officer
Reports To:	Head of People
Salary:	£28,000-32,000
Location:	Belfast – However, there may be some travel required within Northern Ireland to fulfil the duties associated with the post. Option to work Monday and Friday at home, office based Tuesday-Thursday
Hours of Work:	37.5 hours per working week and early finish Friday
Additional Benefits to Support Employees:	<ul style="list-style-type: none"> • Westfield Health (Level 2): Private Health Care provided by Threshold which gives permanent and fixed term employees access to 24/7 GP services, medical diagnostics, medical treatment and physiotherapy. Please note that an employee can add a family member or friend for an additional cost. • Annual Leave Entitlement: You will have 33-38 days of annual leave per year inclusive of bank holidays. • Generous Enhanced Occupational Sick Pay: Applicable to eligible staff after probation period. • 6% employer contribution to pension • Free parking
Purpose:	<ul style="list-style-type: none"> • Deliver effective HR and administrative support in a busy office environment across a broad range of core HR activities including recruitment, ER, reporting, policies and procedures and advising staff on people matters. This role will also contribute to enhancing employee engagement and support with the implementation of the People Strategy

Main Responsibilities of HR Officer

<p style="text-align: center;">Duties and Responsibilities</p>	<p>Recruitment & Selection</p> <ul style="list-style-type: none"> • Support hiring manager with the preparation of job descriptions and personnel specifications. • Support Managers with all aspects of the recruitment lifecycle, to include shortlisting, advertisement posting, interviewing and all pre-employment checking, including right to work checks. • To ensure appropriate follow up following interview, to include the issue of conditional offers of employment, reference requests and liaising with successful candidate(s), Access NI processing. • Assist with the onboarding process for new employees, identifying process improvements, as appropriate. • Production of recruitment and leaver metrics contributing to workforce planning and retention strategies. <p>Employee Relations</p> <ul style="list-style-type: none"> • Be the initial point of contact for all line management in respect of employee relations issues, including grievance, disciplinary, absence management, performance and probationary related concerns. • Contribute to the review of policies, guidance, processes and training in relation to people management. <p>Employee Engagement</p> <ul style="list-style-type: none"> • Provide support to managers to develop and implement staff engagement and retention initiatives. • Foster an inclusive and diverse working environment through internal staff surveys, and programmes to enhance employee engagement. • Driving action against findings from employee engagement surveys results holding stakeholders to account. <p>Payroll, Benefits, People and Attendance Administration</p> <ul style="list-style-type: none"> • Preparation of monthly payroll for all employees, collating all employee contractual changes, new starter information and leavers, as appropriate.
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	<ul style="list-style-type: none"> • Preparation of monthly submission to include addition or removal of employees in respect of the Health Cash Plan. • Drafting correspondence in relation to contractual changes, probation extensions, sickness absence and performance management. • Assist line management with the implementation of the Probationary Process, ensuring awareness of probationary expectations and requirements. • Ensuring all electronic personnel files are updated for all newly recruited staff and existing Threshold staff members. • Support in training staff on Threshold’s HR/Finance system. <p>People Metrics / Analysis</p> <ul style="list-style-type: none"> • Use data to provide key metrics to inform management decision making and associated project work. • Provision of accurate management information reports as required, to senior stakeholders in respect of project tasks. <p>Terms & Conditions</p> <ul style="list-style-type: none"> • To provide support, guidance and advice to line management in the interpretation and application all terms and conditions of employment, ensuring compliance and consistency of approach <p>Offboarding and Terminations</p> <ul style="list-style-type: none"> • Conducting exit interviews to analyse trends and implement identified change. <p>Data Protection and Confidentiality</p> <ul style="list-style-type: none"> • Respect confidentiality and ensure the maintenance of personal data in accordance with Threshold’s Policies and Procedures.
<p style="text-align: center;">General</p>	<ul style="list-style-type: none"> • Actively promote the organisational mission, values, aim and objectives, ensuring all Policies and Procedures, to include the Code of Conduct and Practice are adhered to at all times. • Be a culture champion for Threshold • Adhere and comply with all Threshold’s Health and Safety Policies and Procedures. • Report and record any matters, for example defects and / or accidents in relation to any issues in respect of Health & Safety immediately, for the attention of the designated person. • Contribute to the overall physical cleanliness and general condition of the facilities of the premises. • Act as a Deputy Fire Warden and / or First Aid Person if designated.

	<ul style="list-style-type: none">• Actively Promote a working environment where equality of opportunity, anti-discriminatory practice, individual rights and choice are promoted in accordance with Threshold's established Principles, Policies and Procedures.• The above summary of the main roles and responsibilities is not intended to be exhaustive. This role may develop in accordance with the Threshold's Strategic Plan. However, you will from time to time be required to undertake other duties that are appropriate to your role and nature of your post
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Equal Opportunities Statement

Threshold is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We prohibit discrimination and harassment of any kind based on any of the protected characteristics. Our hiring decisions are based solely on qualifications, merit, and business needs. We encourage all qualified candidates to apply and join us in creating a welcoming environment for everyone.

Person Specification

Applicants must provide evidence by the specified closing date for application submission as to how they meet the following **essential and desirable criteria**:

Selection Criteria			Evaluation Method	
			Application	Interview
Education and Professional Qualifications	Essential	GCSE Mathematics and English at Grade A – C or equivalent and A minimum of 2 years of experience in a HR role at Assistant/Officer level in a busy environment	X	X
	Desirable	CIPD Qualification at Level 3 or above or equivalent and/or Third level qualification/degree in a relevant discipline such as HR, Business or similar or equivalent	X	
Knowledge and Experience	Essential	Demonstrable experience working in a HR role, to include the following: <ul style="list-style-type: none"> Recruitment & Selection, Maintenance of HR systems Drafting HR documentation, contracts, policies Advising managers and staff on policies, procedures and best practice Demonstrable knowledge of Northern Ireland employment legislation.		X

		Demonstrable experience of data recording, analysis and production of reports. Ability to work effectively in a fast-paced, changing environment Experience in the use of HR systems and Microsoft Office Suite		
	Desirable	Experience of working in a charity sector/health and social care		x
Competencies	Essential	Ability to demonstrate alignment with Threshold's core values (EPIIC): -Communication and interpersonal skills (Empathy) -Motivation and drive for excellence (Passion) -Innovation and Creativity -Integrity and Honesty -Collaboration and Team work		x

Guidance

Threshold will undertake a shortlisting exercise based solely upon the written information contained within your application form, to satisfactorily demonstrate how and to what extent you meet the above specified criteria. The shortlisting exercise will be based upon the identified criteria from the personnel specification.

The shortlisting panel will **not** make assumptions as to your circumstances, qualifications and experience.

Threshold reserves the right to supplement these shortlisting criteria using additional essential and / or desirable criteria from the personnel specification at subsequent stages of the shortlisting process.

Canvassing

Please note that any form of canvassing, either oral or written, directly or indirectly, in connection with this appointment shall disqualify a candidate from the recruitment and selection process.

Supplementary Information



1. Please note that this is a regulated post and will be subject to a satisfactory Basic / Enhanced Access NI Check.