

J O B D E S C R I P T I O N

JOB TITLE: Human Resources Officer

RESPONSIBLE TO: Director of Corporate Services

POSTS RESPONSIBLE TO POSITION:

Receptionist, Printroom Operator, Caretakers

KEY WORKING RELATIONSHIPS WITHIN NICVA:

Management Group, Unit Heads group and other NICVA staff.

STATUS OF POST:

Full-time permanent post. Salary NJC SO2 scale £24708 - £26157

SUMMARY OF MAIN RESPONSIBILITIES:

- 1 To provide NICVA internally and the voluntary sector externally with support, guidance, information advice and training on Human Resource issues which are consistent with good practice and employment legislation.
- 2 To support NICVA's premises needs including the implementation of health & safety legislation and policies and the provision of general services.

SPECIFIC DUTIES:

1 Recruitment & Selection

- (i) To devise and review Job Descriptions and Personnel Specifications for all posts and ensure implementation via the NICVA/UNISON negotiation.
- (ii) To manage and participate in all recruitment exercises including advertising, shortlisting and interviewing in line with appropriate legislation and employment procedures.
- (iii) To be responsible for all administration associated with employing staff to include devising contracts of employment and managing the formal induction processes.
- (iv) To ensure the organisation fulfills its legal responsibilities with regard to Equality legislation and to monitor all recruitment exercises in line with NICVA's recruitment procedures and Equal Opportunity Policy and take action as appropriate.

2 Human Resource Policies and Procedures

- (i) To monitor and review NICVA's personnel policies and procedures in accordance with employment law and personnel practice.
- (ii) To contribute to the implementation of the organisation's Human Resources Strategy.
- (iii) To monitor and review the organisations supervision procedures.
- (iv) To monitor and implement the organisation's system of performance appraisal on an annual basis.
- (v) To keep up to date the jobs and HR section on NICVA's and Community NI's web sites.

3 Training, Consultancy & Advice

- (i) To contribute to the implementation of Investors in People, European Foundation for Quality Management (EFQM) and other quality systems as appropriate.
- (ii) To contribute to the provision of training both internally to NICVA and externally to voluntary and community sector organisations on Human Resource Policies and procedures as appropriate.
- (iii) To identify training needs of NICVA staff through appropriate procedures and procure training as appropriate.
- (iv) To provide advice to managers, employees and voluntary and community organisations on personnel policies and procedures including legal responsibilities and models of good practice.
- (v) In association with the Director of Corporate Services ensure ongoing development and implementation of NICVA's holistic approach to staff development.

4 Premises Management

- (i) To manage Health & Safety in compliance with Health & Safety legislation and ensure risk assessments are periodically carried out and acted upon.
- (ii) To manage the delivery of office based services to include the purchasing of stationery, furniture, catering and cleaning materials.
- (iii) To ensure maintenance and repairs are carried out as necessary.

5 Financial & Budgetary Control

- (i) To undertake the completion of the monthly payroll with the Finance Manager.
- (ii) To process all payments associated with office based services.

6 Other Duties

- (i) To participate in the preparation of agenda, minutes and personnel reports for the Resources Committee and make recommendations as appropriate.
- (ii) To represent NICVA as appropriate on outside bodies, working groups, and events.
- (v) To contribute to the promotion of NICVA.
- (vi) To undertake such other reasonable duties as NICVA may from time to time require.