

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Human Resource Business Partner (2 Posts) | Agile Working Option / Working from Home*Regular travel to our Belfast Head Office required*Head Office: 1 Ravenhill Reach Close, Belfast BT6 8RB. |
| **Accountable to** |
| HR Manager |
| **The Service** |
| The Cedar Foundation have approx. 650 employees and delivers a range of services that support ourvision of an inclusive society for all. Our services are centred around the individual needs of each personand are delivered throughout Northern Ireland.The HR Team delivers a professional, fast paced and customer focused support to the organisation. Theteam structure includes a Head of Service, HR Manager, three HRBP’s and three HR Administrators. |
| **Purpose of the Job** |
| The HRBP is a generalist role partnering closely with the management team to help align the People & ODstrategy to the organisational strategic plan. As HRBP you will help build organisation and peoplecapacity, and shape and implement effective people strategies and activities within the organisation.As HRBP you will work closely with a HR Administrator to deliver the operational requirements of therole, for their key stakeholders. Through collaboration and partnership they will positively contribute to theorganisation’s strategic aims. |
| **Salary** | **Hours of Work** |
| £38,220 - £42,839 per annum | 37 Hrs & 25 Hrs per Week (some flexibility can be considered)Monday to Thursday 9am – 5pm. Friday 9am – 4.30pm *The successful candidate will also benefit from flexitime*. |
| **Closing Date** | **Length of Contract** |
| Wednesday 16th July 2025 at 10 am | Post 1 : Maternity Cover to May 2026 Post 2 : Additional Temporary post (12 months)  |

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| **Our Benefits** |
| * 23 days annual leave and 12 statutory days pro rata. Annual leave entitlement increases to 28 days
* (pro rata) after 5 years’ service, and 30 days (pro rata) after 10 years’ service.
* Agile working and working from home options that promote well-being and work-life balance.
* Flexi-time policy.
* Enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer
* contribution.
* Occupational Sick Pay Scheme.
* Westfield Healthcare cashback scheme.
* Westfield rewards – access to over 600 retailer discounts.
* Investor in People Platinum accredited organisation with commitment to development of the staff

team through training and learning opportunities. |
| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **Employee Relations:*** Provide excellent professional advice and support on all ER matters, including complex case management to include disciplinary and grievance.
* Ensure the seamless management of all ER processes in accordance with employment law and The Cedar Foundation’s policies and procedures.
* To actively promote and lead on a positive value-based environment.
* Maintain up-to-date and relevant knowledge of employment law in Northern Ireland.
* Support the management of employee relationships to support greater levels of employee engagement to achieve positive results.
* Support with creating and reviewing HR policies, procedures and forms to ISO 9001 standards.
* Build positive relationships with managers, employees and Unions.
* Effectively process and support with maternity, paternity, shared parental leave, flexible working, annual leave and other employee relations processes.

**Absence Management:*** Ensure compliance with our Absence Management Policy and Process.
* Utilise and maintain all HR software systems and processes to ensure timely and accurate reporting and management of absence.
* Train and support managers to build competency and engagement with absence management processes.
* Monitor and report on absence triggers and required action.
* Advise and support with Absence Review Meetings up to and including an outcome of potential dismissal.
* Manage the long-term sick process with a focus on successfully supporting employees back to work.
* Manage the Occupational Health referral process and supporting with advice and guidance.
* Engage and influence managers to deliver a seamless and people focused absence processes.

**Recruitment, Selection and Retention:*** Support with a professional and customer focused end-to-end recruitment process.
* Review and guide managers to ensure compliance with fair employment, including participating in recruitment panels and checking / creating competency-based interview questions.
* Support the HR admin team to deliver excellent customer service to all stakeholders.
* Complete audits to support compliance and effective document management.
* Support the admin team with escalated queries.
* Complete /support with the Annual Monitoring Return and Article 55 statutory requirements.
* Lead on Strategic Recruitment and associated actions.
* Continually seek out ways to improve to support the achievement of business objectives.
* Become a professional user of all HR software systems linked to our recruitment, selection and retention processes. (Cascade, SharePoint, GetGot).
* Patiently support managers and candidates through the use of new technology.
* Analyse and report on recruitment, selection and retention metrics using Microsoft Office applications to a professional standard.

**Learning and Development:*** Design and deliver effective and engaging training on key HR topics to managers. E.g. Recruitment & Selection, Dignity at Work, Absence Management etc.
* Support the delivery of the Learn, Lead, Manage programme.
* Actively promote and implement a high-performance culture through effective performance management and strong collaboration with managers.
* Coach and develop managers to increase their effectiveness in managing performance both at individual and team level.
* Support managers through the appraisal system and encourage compliance with internal processes.
* Take ownership of your own learning and development to demonstrate a commitment to continual professional development.
* Support designated HR Admin through induction, supervision and development.

**Payroll Process:*** Work in collaboration with the payroll team to support accurate payroll information.
* Support the HR Admin’s to ensure IRIS Cascade is updated timely and accurately.
* Develop processes and actions to ensure managers are using IRIS Cascade effectively.
* Support the accurate processing of sick pay entitlements.
* Responsible to manage and resolve any sick pay entitlement queries.

**Systems and Technology:*** Be an IRIS Cascade superuser and drive system development.
* Utilise all platforms and technology to achieve operational excellence.
* Ensure a high level of accuracy and understanding of manipulating and presenting large amounts of data to report on key HR metrics.
* Have a working knowledge of Microsoft Excel to support reporting requirements.
* Work collaboratively with other departments to encourage partnership working.
* Support with system and technology projects where required.
* Deliver training and support where required on our internal software systems.

**General:*** Be a positive and supportive manager to a HR administrator.
* Plan and deliver monthly HR metrics meetings with relevant Head of Service.
* Influence all stakeholders and strive to achieve organisational objectives.
* The willingness and ability to work flexibly to meet the requirement of the role.
* To participate positively and professionally in probationary, supervision and appraisal processes.
* Be self-aware and lead on your own training and development needs.
* To always undertake your role in a professional manner maintaining a high-quality standard of work, and to always work in accordance with the aims, values and ethos of the Cedar Foundation.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*The Cedar Foundation is an Equal Opportunity Employer.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form how they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | CIPD Qualification Level 5 and above OR Equivalent HR Qualification. | Application / Pre-employment checks |
| 2. | A minimum of 3 years’ experience within a HR generalist role.  | Application / Pre-employment checks |
| 3. | At least 1 years’ experience of managing employee relations cases. | Application / Interview / Probation |
| 4. | Up to date and relevant knowledge of employment law in Northern Ireland. | Application / Interview / Probation |
| 5. | Demonstratable experience of using HR software systems. | Application / Interview / Probation |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |
| 1. | Experience using IRIS Cascade HR/Payroll system. | Application / Interview |
| 2. | Experience of working in a similar / regulated environment *(E.g. Health and Social Care)* | Application / Pre- employment checks |

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| **Conditions of Employment** |
| **Condition** | **Assessment** |
| 1. | The right to work in the UK. | Provide original right to work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us. |
| 3.  | Ability to meet the mobility requirements of the role.*You will be expected to travel to our services within Northern Ireland, when required.* | Provide both parts of a full current driving licence and evidence of appropriate car insurance.OR demonstrate how you meet the mobility requirement. |
| 4.  | CIPD Qualification Level 5.*(or equivalent HR qualification*). | Provide original qualification documentation. |
| 5. | A satisfactory health declaration relevant to role. | Complete a health declaration and if requested, attend an Occupational Health Assessment. |

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| **Values Competency** |
| **Value** | **Examples** |
|  | * I work well with others and value everyone’s contribution.
* I work as part of a team looking for opportunities to support and help people in both my own and other teams.
* I seek feedback to continuously improve how I work.
* I actively engage people in things that affect them.
* I promote a culture of collective leadership.
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|  | * Iact in a fair and respectful way when dealing with others.
* I actively listen to colleagues and others and am open to their ideas.
* I apply fair and consistent standards in my dealings with others.
* I am aware of and comply with Equality, Diversity & Inclusion
* policies.
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|  | * I take account of the impact of my own behaviour on others.
* I respect the views of others and can show mutual respect.
* I act with appropriate empathy.
* I learn from others by listening carefully to them.
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|  | * I am committed to best practice & shared learning.
* I take responsibility for my decisions and actions.
* I identify opportunities to share knowledge & learning with my team.
* I actively encourage team working, changing ways of working to facilitate collaboration for the benefit of all.
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|  | * I understand and share the feelings of others.
* I recognise my thoughts and emotions and manage them.
* Being flexible and willing to adapt to change.
* I take personal responsibility for my own performance.
* I take ownership of problems and seek to deliver positive outcomes.
* I am confident to challenge unacceptable behaviour & practice.
* I demonstrate perseverance during times of challenge.
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