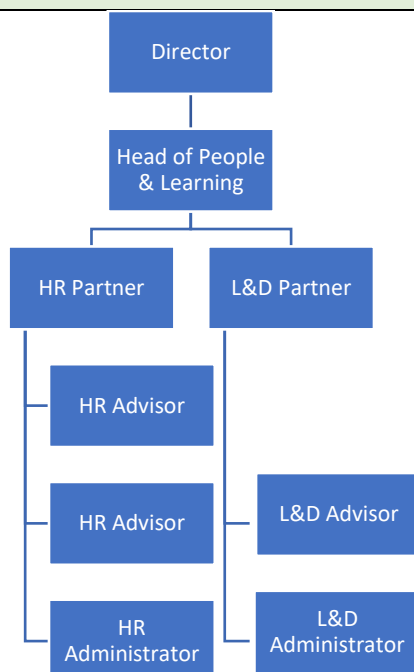


JOB DESCRIPTION: HR Advisor

| Job Title | HR Advisor |
|-------------------------------|--|
| Directorate | People and Learning |
| Grade | Band 5 |
| Reports to | HR Partner |
| Budget responsibility | N |
| People Manager responsibility | N |
| Number of direct reports | 0 |
| Indirect Team | 0 |
| Locations / Usual Base | Flexible / Ballymoney (Travel to other sites required) |
| Hours of work | 37 hours |

Organisation Chart:



Job Purpose:

The HR Advisor will contribute to the effective generalist HR delivery in line with Triangle's current and future needs, playing a key role in supporting a more strategic, proactive HR approach.

The HR Advisor will work closely with functional colleagues, supporting management teams to ensure they have the right people in the right roles, offering practical guidance on recruitment, performance and staff development.

The HR Advisor will assist colleagues to ensure Triangle adheres to employment law and ethical compliance and that company policies and procedures are followed.

Key Responsibilities:

- Provide professional advice to managers and staff on HR policies, procedures and practices as well as any other arrangements in place to ensure that Triangle meets its legal/regulatory responsibilities in this area.

Job Description and Person Specification

- To help support and implement interventions to meet the needs of employees, from attraction, recruitment, induction, learning and development, life stage career planning, and retirement.
- Seek to promote good employee relations at all times and ensure that, should complex issues arise, they are escalated appropriately.
- Contribute to continuous improvement by completing tasks/projects in line with the Directorate strategy.
- Ensure timely and accurate reporting.
- Accurate data input and maintenance of systems, filing and records, ensuring compliance with GDPR regulations.
- Contribute to internal and external audit and assist the implementation of recommendations.
- Promote a positive health and safety culture across the organisation to include health and wellbeing.
- To support and demonstrate inclusion and best practice in equality and diversity.
- Provide robust reporting and analysis to help inform decision-making and problem solving.
- Contribute to the development of wellbeing approaches and initiatives for Triangle employees.
- Contribute to internal / external audits and support the delivery of Investors in People and other professional standards.
- To be a trusted advisor to managers within Triangle and develop relationships based on trust, integrity and co-operation.

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The HR Advisor will be expected to be flexible in supporting Triangle by undertaking any related responsibilities which are commensurate with this grade.

The HR Advisor is bound at all times to observe the strict rules of confidentiality applicable to work in L&D/HR.

Working Relationships:

The HR Advisor will need to establish and maintain effective working relationships with the following:

- Head of People and Learning
- Senior Leaders, managers and employees within Triangle
- All Directorate colleagues, including close working with Corporate Communications
- Staff Connect (employee forum team) Representatives
- Other customers of and suppliers to the Directorate
- Professional and other external networking contacts

PERSON SPECIFICATION: HR Advisor

| Essential Skills, Qualifications and Experience |
|--|
| <p>ESSENTIAL</p> <ul style="list-style-type: none">• Associate Member of the Chartered Institute of Personnel and Development (CIPD), or a third-level qualification in Human Resources or a related discipline.• A minimum of 2 years' recent experience in a generalist HR role, with a sound working knowledge of current employment legislation and best practice.• Strong organisational and planning skills, with experience managing and delivering HR projects, workshops, or service improvements in a fast-paced environment.• High level of IT literacy, including proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) and familiarity with HR systems and reporting tools.• Full, current driving licence and use of a car which is insured for business use OR Can demonstrate mobility to carry out the functions of the job <p>DESIRABLE</p> <ul style="list-style-type: none">• Experience of working with Hark HR Software• Experience of working in an ISO Quality framework• Experience of Investors in People• Knowledge of Coaching & Mentoring principles and practice• Knowledge of Health and Safety practice• Knowledge of the Housing and / or Social Care sectors |
| |

Please Note: Triangle reserves the right to establish additional criteria to facilitate short-listing