ROLE DESCRIPTION & PERSON SPECIFICATION

Role: **Human Resources Officer**

Location of post: TS Foods, Castlewellan, Co. Down

Role Purpose: Deliver operational and advisory HR support across the site

Accountable to: Operations Manager (with partial reporting line to Managing Director)

Responsible for: Self

Key Relationships: Operations, Directors**,** Department Managers and Supervisors, Staff, Health & Safety Committee,

Responsibilities:

- Coordinate and manage end- to -end recruitment and onboarding activities, ensuring an excellent candidate and new starter experience.
- Prepare contracts and employment documentation.
- Be a primary point of contact for employees and managers, providing advice and guidance on HR policies and procedures.
- Support employee relations processes including disciplinary, grievance, absence management, capability and performance management cases.
- Drive employee engagement and well – being initiatives across the site.
- Co-ordinate company performance management programmes, including appraisals and probationary reviews.
- Collate and maintain accurate Equal Opportunities information to facilitate statutory returns
- Maintain accurate employee records and HR systems, ensuring compliance with GDPR and company standards.
- Collate & track data re employee absence and assist Managers in the management of absenteeism on site, including Return to Work Interviews. Communicate performance against KPI's.
- Monitor & track holidays and communicate to management team.
- Accurately process leavers, transfers, variations and change of details.
- Assist with payroll administration activities, ensuring accurate and timely processing.
- Co-ordinate Training & Development initiatives to include analysis of training needs, development of company training plans, Design and deliver in – house training; apprenticeship training; career progression plans.
- Collation of Health & safety data and maintenance of health and safety training records.

- Monitor on a daily basis the Confidential Reporting Box and escalate any issues especially immediate concerns. Thus, allowing any member of staff who has a concern relating to the **Safety, Integrity, Quality or Legality** of any product or process or actions of any member of staff to be raised in a confidential manner. HR to maintain in line with Operations Manager a complete a collation of all reports.

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- Ensure HR processes remain compliant with employment legislation and company policies.

- Undertake any other duties as considered by the company to be within the scope of the role HR Officer.

Technological developments and changes to customer specifications mean that processes and their associated tasks and functions do not remain static. In order to remain flexible, responsive and competitive, the Company reserves the right to adapt roles and responsibilities in response to operational changes and there is a reasonable expectation of adaptation to new or modified working methods as required.

Criterion	Essential	Desirable
Qualifications and Training	A Level standard education or equivalent Must be IT proficient and competent in use of Microsoft Word and Excel Spreadsheets Chartered Institute of Personnel and Development (CIPD) Level 5 qualified or working towards	3rd level education in a related discipline (Human Resources; Business Studies, Information Systems etc.)
Specialist Knowledge	Able to demonstrate a sound knowledge & understanding of Human Resources best practice and issues. Experience supporting or managing recruitment & onboarding activities Proficient in use of HR Management Systems	
Experience	2 years' experience in a HR Officer, HR Co-ordinator, or similar role.	Manufacturing experience Line Manager experience
Skills and Abilities	Excellent communication skills Collaborative approach to working with colleagues. Able to work to deadlines Able to display initiative and problem-solving skills Proactive with strong organisation and planning skills	
Behaviours	Willing to undertake self development Self-motivated -able to work on own initiative. Teamwork oriented	
Circumstances	Able to operate outside core hours when required.	

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TERMS & CONDITIONS OF SERVICE:

The main conditions of service applying to the post are:

(1) Terms of Employment
The appointment of HR Officer is a permanent post. **Full- Time or Part- time hours are available.**

(2) Probation
This position is subject to the completion of a satisfactory 6-month probationary period.

(3) Holidays
30 days annually, including statutory and public holidays., based on full- time hours & pro rata for part- time hours.

(4) Hours of employment, Full-Time: Monday to Friday ,9.00am – 5.30pm., with some flexibility with start & finish times.

(5) Salary: £30- £35k, dependant on experience.