



Job Opportunity

Human Resources Officer

CONTRACT:	Full time / Permanent
WORKING HOURS:	40 hours per week
LOCATION:	Titanic Belfast
REPORTING TO:	Head of Human Resources

General Purpose:

To support the Head of Human Resources and the wider HR team in the day-to-day operational delivery of the HR Function across all business areas and to provide an input into the development of the HR Strategy.

Main Job Tasks and Responsibilities:

- In conjunction with the Head of Human Resources and Heads of Departments compile the organisational **training plan**, liaison with the relevant parties to **book and administer all training courses**, the resources required and maintain full and accurate **records of training** undertaken.
 - Working with the Head of Human Resources and Heads of Departments identify any skills gaps from our training records.
 - Development, implementation and ongoing management of a robust **absence management** and reporting process to ensure that any patterns and trends are identified enabling the organisation to provide support to Line Managers and Crew.
 - Support to Line Managers and management of the **Performance Review process** – including the administration of and follow up to.
 - Responsibility for the consistent approach and undertaking of **Disciplinary, Grievance and Capability Management** with the organisation. Providing support and guidance to Line Managers and Crew as appropriate.
 - Using the **PAMs** (Personnel Administration) System – responsibility for all **record keeping** in relation to ongoing employees and leavers.
 - Responsibility for creation / upkeep of the following in all **areas of specialism**. Final sign off on any changes to be completed by the Head of Human Resources:
 - **HR Forms**
 - **HR Policies**
 - **SOPs (standard operating procedures)**
 - Overall responsibility for **Monthly Crew Payroll** in line with company policy.
 - Supporting the organisation in maintaining the **IIP accreditation**
 - Processing all **purchase orders** as required for sign off by the Head of Human Resources.
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- Providing input into the organisational **HR Strategy**
- **HR representation** on organisational committees
- **HR Legislation compliance** in areas of specialism
- **General HR Administration**
- **Support** to other areas of team when required
- Any other duties as delegated by the Head of Human Resources or any other person designated in their absence

The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive.

Essential Criteria:

- Associate member of the Chartered Institute of Personnel and Development (CIPD)
- Three years' experience in a HR Officer / Executive position within a fast paced, dynamic environment
- Sound knowledge of employment legislation in NI
- Experience in providing HR advice to line management on employee relations issues in NI
- Experience in the development and implementation of policies and procedures
- Competent in the use of Microsoft Office applications

Desirable Criteria:

- Previous experience using PAMS HR Management system

Key Competencies:

- Confidentiality
- Attention to detail
- Excellent communication, planning and organisational skills
- Reporting and accountability
- Approachable
- Tact

NB: Titanic Belfast reserves the right to enhance the selection criteria if necessary to assist with shortlisting.



Closing date for receipt of applications is **9am on Monday 23rd January 2017**. Applications will only be accepted via company application forms. Applications received after the closing date and time will not be considered. If you wish to apply for the position please contact us via careers@titanicbelfast.com and we will send an application pack out to you, the last date for requesting application packs is

Friday 20th January 2017 at 3pm

Please note for applicants successful at the shortlisting stage and each stage thereafter the following dates will apply:

- Assessment centre to be held on 27th January 2017
- Individual Interview to be held on 2nd February 2017

Titanic Belfast Limited is an Equal Opportunities Employer

