Human Resources Officer
Job Description

Decora
Blind Systems

Human Resources
Issue Number 1
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Job Title: Human Resources Officer

Job Family: **Human Resources**

Reports to: **Human Resources Manager**

Main function: Reporting to the Human Resources Manager and working alongside an existing Human Resources Officer, responsible for the provision of comprehensive guidance on all HR matters for dedicated areas of the business.

Role responsibilities:

- Advising management and staff on a wide range of HR related matters.
- Handling of disciplinary investigations, hearings, appeals and grievances.
- Management of recruitment and selection activities for technical, professional and managerial level positions to include formulation of job descriptions, advertising and management of interview process.
- Lead and manage various HR projects as directed by the Human Resources Manager and in line with HR objectives.
- Manage and co-ordinate manpower planning in line with company expansion.
- Managing absenteeism through absence management policy for both short and long term absence in line with HR objectives.
- Ongoing review and enhancement of Company and HR Policies and Procedures in line with legislative developments.
- Creation and delivery of HR related management training and induction programmes.
- Contractual administration.
- Any other reasonable duties which may be required by management from time to time.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

Personnel Specification

Job Title: **Human Resources Officer**

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Factor	Essential Criteria	Desirable Criteria
Attainments & Experience	Third level qualification, preferably in a Business related discipline At least 3 years' recent relevant generalist and advisory HR experience gained within a fast paced environment Excellent knowledge of current Northern Ireland employment legislation Provision of advice to managers/supervisors Handling of disciplinary investigations, hearings, appeals and grievances Experience of formulating, implementing and revising human resources policies & procedures Managing simultaneous recruitment campaigns Knowledge of computerised HR systems	Graduate / Chartered MCIPD or working towards qualification Experience gained within a manufacturing or FMCG environment Knowledge of PAMS Previous experience of processing payroll
Special Aptitudes	Confidential in all matters Professional approach, coupled with strong interpersonal skills and commercial acumen. Excellent planning, organisational and time management skills Excellent verbal, written communication and presentation skills Strong IT skills Ability to work on own initiative Ability to work in, and adapt to, a rapidly changing environment	Gathering, analysing and reporting on key HR data/statistics Sound working knowledge of Microsoft packages
Disposition	Be flexible & co-operative at all times An assertive but calm demeanour Self-motivated	N/A