



To: **External**

Date: 23 August 2017

Vacancy: **HR Advisor/ HR Generalist**

Contract: **Permanent**

Business/Location: **Viridian Group, Belfast**

Reporting to: **HR Business Partner**

**Do you want to join a Company that has been voted one of Ireland's Best Large Employers?**

**Then this could be the role for you.....**

We are currently looking for an experienced HR Advisor to join our growing HR team within Viridian Group. The successful person will provide advisory support to the Power NI business. Power NI is Northern Ireland's leading electricity company and is committed to creating a culture that enables every employee to deliver to their potential.

The successful person must be innovative and highly organised with excellent communication skills and have a passion for working with managers and employees.

**What will you get in return?**

A very competitive salary with a bonus of up to 10% of salary. A generous pension scheme with an employer contribution of up to 6%, 25 days holiday per year plus 11 statutory days plus the option of purchasing an additional 5 days annual leave. We also offer a range of additional employee benefits including Private Health Insurance, free car parking, Employee Assistance Programme, membership of social clubs, childcare vouchers, a 37 hour working week and much more!

The role will be based in our newly refurbished offices in Belfast which boasts free coffee/tea and kitchen facilities, along with soft rooms for informal meetings and a recreational area for break times. Travel will be required to other offices in both Antrim and Omagh.

### **Key Duties**

- Support the Business Partner in the implementation of our People strategy including: Organisational Effectiveness, Talent Management, Employee Engagement and Reward and Recognition
- Management of the recruitment process for a multi-site organisation including designing Job descriptions, competency based interviews, organising assessment centres and processing new starters and the use of social media platforms to promote the company brand.





- Provide expert advice and support to managers and employees on HR policies and procedures and employee relations issues.
- Design and deliver in-house training on policies and procedures (including corporate induction) to managers and staff as and when required.
- Support and coach managers in the management of both short term and long term absence ensuring correct procedures are followed and appropriate action taken
- Carry out market intelligence / benchmarking to ensure our employees are rewarded adequately and competitively
- Maintain internal databases, spreadsheets, monthly management reports and equality reporting
- Support with general HR administration and monthly payroll input.

### What do you need?

#### Essential Criteria

- Solid HR generalist experience in an advisory capacity specifically in the following areas: recruitment and selection, sickness absence, managing performance, probation management
- Experience of working in a fast paced environment
- Sound working knowledge of current employment legislation
- Proficient in the use of Microsoft Office including: Word, Excel, PowerPoint and Outlook

#### Desirable Criteria

- CIPD Qualified or working towards

#### Additionally you should also possess the following competencies:

##### Takes ownership

- Takes ownership of issues, focussing on providing the right solution and keeps the relevant people up to date on progress
- Challenges how things are done and drives for improvement
- Communicates in a way that meets and anticipates the customer requirements and gives a favourable and professional impression

##### Manages Relationships

- Seeks constructive outcomes in discussions, challenge assumptions but remains willing to compromise when it is beneficial to progress
- Listens to and engage others both within the team and the wider business

##### Communication

- Confidently handles challenging conversations
- Positively builds relationships with internal and external stakeholders

##### Judgement and Decision making





- Demonstrates effective judgement when developing a solution
- Demonstrates an innovative approach to problem solving

### **To Apply**

To apply for this position please email your CV and monitoring form (including your National Insurance Number) outlining how you meet each of the criteria above to [careers@viridiangroup.co.uk](mailto:careers@viridiangroup.co.uk) by **4.00pm on 30 August 2017**. Please note Applications will be considered incomplete if the monitoring form is not returned.

**Interviews will be scheduled for Friday 1 September and Monday 4<sup>th</sup> September.**

**All correspondence will be via email.**

