

## **SPORT NORTHERN IRELAND**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Human Resources Manager
<b>Grade :</b>	Deputy Principal
<b>Salary :</b>	£36,812 - £40,472
<b>Responsible To:</b>	Finance & Governance Director

#### ***Job Purpose:***

The post holder will be responsible for the organisation, development & effective delivery of the operational HR Functions within Sport NI. The post holder will be based at House of Sport Belfast but will also provide HR services to Sport NI's other two sites based at Tollymore National Outdoor Centre Bryansford & the Sports Institute Jordanstown.

#### ***Main Duties & Responsibilities***

- To be the key driver for the development, achievement & evaluation of Sport NI people strategies & objectives, encompassing attraction, recruitment, induction, performance management, engagement, reward, retention, culture and talent development.
- To support senior managers & teams through organisational change; drive a performance culture; develop high performing leaders, employees & teams.
- To develop, monitor and regularly report to the Executive team on key people performance indicators, management processes & compliance frameworks. Take action to achieve improved service delivery & business objectives whilst appropriately controlling & mitigating risk.
- To lead the HR team to provide a professional HR service to managers across Sport NI & deliver all aspects of day to day transactional HR including, inter-alia, payroll, health & safety & compliance with HR policies.
- To play a key role in developing a fully integrated HR & financial IT system.
- Management of the organisation's accommodation ensuring that buildings are maintained in a safe condition.
- To fulfil other duties & responsibilities, as determined by line management that fall within the general responsibilities of the post.

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.**