

SPORT NORTHERN IRELAND

PERSONNEL SPECIFICATION

Job Title: Human Resources Manager

Grade: Deputy Principal

Salary: £36,812 - £40,473

Responsible To: Director of Finance & Governance

Job Purpose:

The Human Resources Manager will be responsible for the organisation, development & effective delivery of the operational HR Functions within Sport NI.

Essential Criteria

1. Hold Associate Level Membership, or higher of the Chartered Institute of Personnel & Development (CIPD)
2. A minimum of 3 years full-time employment (or equivalent) gained within the last 5 years of leading a team to successfully provide a value added HR advisory service to managers, delivering all aspects of day to day transactional HR.
3. A minimum of 3 years full-time employment (or equivalent) of supporting organisations, senior managers & teams through organisational change; **AND**
4. A minimum of 3 years full-time employment (or equivalent) of managing candidate recruitment & selection activities.
5. Must be able to work additional hours, some of which may be at the weekend or at short notice **AND** have access to a form of transport insured to enable the post holder to carry out the responsibilities of the post in full.

Only applicants who can demonstrate by example their experience in each of the above criteria will go forward to the next stage of the recruitment and selection process.

Desirable Criteria

1. A third level qualification in Human Resources management.
2. A minimum of 5 years' experience of being the key driver for the development, achievement & evaluation of an organisation's people strategies & objectives, encompassing attraction, recruitment, induction, performance management, engagement, reward, retention & culture & talent development.

Desirable criteria may also be used for shortlisting purposes. Criteria 1 may be applied first.