

Agency – Temporary HR Officer – Recruitment and Selection

Reference: 10464

Location: Adelaide Street, Belfast

Contract Type: Agency

Salary: Salary will be on the scale £11.51-£13.19 (Starting up the scale will only be considered upon confirmation of candidate's current earnings at a higher rate than £11.51)

Job Specification:

The role will be full time Monday – Friday 9am-5pm

The post-holder will primarily be engaged in Recruitment & Selection although they may also be required to assist in other HR areas of work such as Attendance Management, Employee Relations, HR Policy & Industrial Relations, and Learning & Development

- The HR Officer will be a key member of the HR People & Resourcing Team reporting directly to the HR Manager.
- The HR Officer will work in partnership with customers and stakeholders to deliver an end-to-end recruitment service
- The HR Officer will undertake activities relating to recruitment and selection, including planning recruitment activity, ensuring systems are updated as progress is made, carrying out administrative tasks throughout the process. He/she will also be an active participant in shortlisting and interview panels
- Will take on other duties which may arise from time to time as identified by the HR Manager

Person Specification:

- Candidates must hold a PGD in Human Resource Management or equivalent and have current membership of CIPD at the closing date for receipt of application forms.
- Candidates must have 2 year's relevant experience as a practitioner in Recruitment & Selection, ideally this will include significant experience gained in the Public Sector.
- Candidates must have experience of using a range of IT systems, with the ability to learn new systems quickly
- Candidates must have CIPD membership.
- We require applicants to have experience participating on interview panels, ideally in the public sector (or highly structured interviews.)
- The candidate should be available to start within the next week or two. Within this role, for the period of approximately **5th September 2016 – 31st October 2016** they must be free to carry out shortlisting and interviews on a daily basis, therefore having little or no time off over this period.
- Some travel within Northern Ireland will be required for the above post; applicants should therefore have access to a form of transport which enables them to meet this requirement

For further information please contact Kennedy Recruitment on 028 9033 0555

For this role, Kennedy Recruitment is acting in the capacity of an employment business.

Kennedy recruitment is an equal opportunities employer and a Corporate Member of the Recruitment and Employment Confederation (REC). Kennedy Recruitment adheres to all current employment legislation.

Please note only those candidate shortlisted may be contacted.

To apply please use Kennedy Recruitments contact details below:

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