

HR Officer

Location: Andras House, 60 Great Victoria Street, Belfast, BT2 7BB

Department: Human Resources

Hours of Work: 40 hours per week

About Us...

Andras Hotels is Belfast largest hotelier with 1000 bedrooms in 7 hotels in the city, including Hampton by Hilton, Holiday Inn, Ibis and Crowne Plaza.

We support and encourage our team to develop new skills, embrace new challenges and be rewarded in our company

About the Role...

Reporting to the Group HR Manager you will be a key member of the HR team, and the first point of contact for HR queries, providing a comprehensive HR support across all areas of the employee lifecycle. You will work within recruitment, employee relations, performance management and general HR administration duties.

The role will involve promoting a positive working environment, building strong relationships across all hotels.

About You...

You will be professional, enthusiastic and confident

You will have the ability to work independently, or as part of the HR Team

Why work for us...

Andras Hotels Employee Benefits:

Comprehensive Training Programme through our Andras Academy

Contracted permanent hours – 40 hours per week

Andras Hotels Staff Discount Scheme – travel, food, shopping

Staff rates in hotels worldwide

Pension Scheme

Opportunities for progression throughout the Group

Fun and sociable place to work

Duties and Responsibilities

- Attend recruitment fairs, networking events, visits to schools, colleges and universities
- Carry out recruitment and selection process including preparation of adverts, reference checks, developing job descriptions, shortlisting and interviewing
- Prepare contracts
- Assist in completion of equality monitoring and submission of reports to the Equality Commission
- To advise and support managers in dealing with employee relations issues including, but not limited to, investigations, disciplinary, grievance, capability, flexible working, attendance management and health and well being issues
- Monitor absence data in line with policy and escalate appropriately.
- Advise and assist managers in long term absence cases
- Assist in dealing with the disciplinary and grievance processes, including note taking
- Provide support to managers in all performance management issues including the appraisal process
- Monitor completion and quality of appraisals
- Gathering, compiling and verifying HR related information
- Manage and maintain personnel files and other employee information
- Oversee daily operations of the HR department, including general clerical duties such as filing, scanning and record keeping
- Any other duties relevant and related to the position

Qualifications and requirements

Essential:

- Experience within an HR role to include Recruitment and Employee Relations
- Experience of completing monitoring returns
- Awareness of principles of HR processes and legislation
- Computer skills including the ability to operate spreadsheets and word processing programmes at a high level of proficiency
- Excellent oral and written communication skills
- Positive attitude, professional, enthusiastic and strong communicator

Desirable:

- Experience within the hospitality industry
- Experience of completing Article 55 return
- Qualification in Human Resources or CIPD qualification

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job