

## JOB VACANCY

### HR OFFICER

(REF. HRO/01/19)

Since its formation in 1978, Moore Concrete Products Ltd has developed into a world class, quality focused, precast concrete manufacturer, based outside Ballymena. The company is customer focused, ensuring the continued evolution of our extensive product range, designed to meet the requirements of civil infrastructure, agriculture and building customers, across the UK & Ireland. Moore Concrete employ 130 people, and are committed to continuous investment, in a combination of modern office and factory facilities, people skills, design expertise and manufacturing experience. We are proud to have been involved in numerous prestigious Road, Rail, Marine, Coastal, Construction, Flood Alleviation, Water, Energy, Agricultural, Commercial and Housing projects.

Due to company growth, we are currently recruiting for a full-time HR Officer to join our expanding team. Reporting to the HR Manager, the HR Officer will be responsible for a wide range of HR activities in line with the departments KPIs and company's World Class vision. This HR generalist role will involve supporting line management to cover a wide range of HR matters within the business, including implementation of policies and procedures, employee relations, end-to-end recruitment processes and key projects.

This role will involve managing multiple employee relations matters at times, therefore it is essential the successful candidate is highly organised with the ability to prioritise, be approachable, empathetic and highly articulate, ensuring line managers have the best support when dealing with complex issues with knowledge of current NI employment legislation. This is an excellent opportunity to join a growing local employer and to gain a wide range of HR experience within a fast paced environment.

**Company benefits:** An attractive salary and attendance payment package will be offered to the successful candidate. Company benefits include free car parking, pension, healthcare scheme, performance related pay, holidays and cycle to work scheme.

**Hours of Work:** Standard hours will be Monday to Friday 8.00 – 5.00pm. 40 hours per week.

**Key responsibilities of the role include:-**

Contributing to and implementation of company policies to ensure all statutory requirements are met.

Responsibility for a wide range of staffing requirements including recruitment & selection activities and liaising with recruitment agencies.

Maintain employee records, ensuring contracts and job descriptions are up-to-date and signed.

Providing support and guidance to managers on employee relations and on company policy and procedure; including attendance management, performance, disciplinary, grievance and health and well-being matters.

Collate information for and prepare the annual equality commission report and Article 55 Report as needed.

Maintaining the company's Investors In People accreditation.

General HR administration & providing support in relation to payroll functions.  
Any other duties, within reason and capability, as determined by the HR Manager.

**Essential Criteria:**

3+ years HR generalist experience, ideally within Manufacturing / Construction  
3rd level qualification/equivalent in relevant discipline (e.g. HRM, Business Studies etc.)

CIPD qualification or working towards

Knowledge & understanding of HR best practice and up-to-date employment law

Proven track record conducting end to end recruitment processes

Employee relations experience e.g. disciplinary, grievances, performance management

Driven individual with a strong work ethic and ability to work to own initiative

Excellent communication skills both written and oral

Strong organisational skills and ability to prioritise workload

Excellent IT skills

**Desirable Criteria:**

Experience of annual equality commission report submission and Article 55 Report

Knowledge or experience of health & safety best practices

Experience of shift working procedures

Experience in PAMS HR software

Experience in payroll

Closing date for applications: **Monday 21<sup>st</sup> January 2019**

Please contact Nicola on 028 2565 2566 or email [Nicola.Mowbray@moore-concrete.com](mailto:Nicola.Mowbray@moore-concrete.com) for an application form.

*Moore Concrete is an Equal Opportunities Employer*

