

## Job Description

<b>Job Title</b>	<b>Human Resources Coordinator</b>
<b>Department</b>	<b>Human Resources</b>
<b>Reports to</b>	<b>Director of Human Resources</b>
<b>Date</b>	<b>September 2013</b>

### Overall Purpose of Job

- To facilitate the achievement of the company's mission and objectives through the delivery of a professional and business focussed Human Resource service.
- This role is designed to provide a comprehensive generalist HR service to managers and employees so that a productive working environment is created and maintained.
- The client group for this role includes all non Nursing departments.

### Key Responsibilities and Deliverables

#### Employee Relations

- Ensure that the hospital's employment policies and practices comply with legislation and reflect the Hospital's aspiration to be an employer of choice.
- Facilitate the education of management and staff in the Hospital's employment policies.
- Ensure that the Employee Handbook is current and distributed to all employees.
- Attend employment updates so as to remain up to date and receive relevant publications on same.
- Be familiar with HSE policy developments through the internet.
- Provide first line advice to managers on employee issues. Issues could include but are not limited to non attendance at work, performance issues, disciplinarys, grievances, bullying claims and so forth. All issues should be managed in a way that does not expose the Hospital to undue risk and treat employees in a fair and equitable manner.
- Educate managers in their handling of employee issues.

## **UPMC Beacon Hospital**

- Prepare files for third party claims, liaise with solicitors and insurers.
- Represent the Hospital at third party claims.

### **Absence Management**

- Liaise with managers in supporting them to manage absenteeism.
- Attend weekly absence meeting with Director of Human Resources and Occupational Health RN so that issues can be identified and managed.
- Track absence and liaise with payroll regarding payment.

### **Recruitment**

- Manage the recruitment process for all vacancies within client groups.
- Engage with managers to ensure that selection procedures are effective.

### **Reporting**

- Provide managers with management information to include headcount reports, FTE changes, starters, leavers and so forth.
- Develop reports so that HR can add value to client groups

### **Leave Management**

- Manage and process maternity leave, parental leave, study leave, paternity leave and all other leave types.
- Work Permits.
- Process new work permits and ensure all those staff on work permits remain legal.

### **Leavers**

- Ensure compliance with contractual arrangements of all leavers and that all leavers follow the leavers' process.
- Liaise with HR colleagues to ensure leavers are terminated correctly on payroll and other hospital systems.

### **Education Requests**

- Process all education requests in line the Hospital's policy

### **Other duties**

- Deal with employee queries in a courteous and effective manner which could include but is not limited to policy queries, employment letters, references and so forth
- Ensure compliance at all times with JCI and support other hospital colleagues in achievement of same
- As the Hospital develops and therefore the function of Human Resources develops, this role may be subject to change and may involve additional and/or different duties in the future.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level preferable in a relevant subject.</li> <li>• Masters in Human Resources desirable.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years HR experience.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of employment legislation and interest in this area.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills.</li> <li>• Team player.</li> <li>• Good task manager; organised and able to handle a pressurised workload.</li> <li>• Has potential to develop their analytical and proactive thinking skills.</li> <li>• Capable of taking responsibility for own workload.</li> <li>• Ambitious with the potential to develop with the role and Hospital.</li> <li>• Desire to play a senior role within the Human Resource function.</li> <li>• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or Hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:** \_\_\_\_\_

**Signature**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Name (Block Capitals)**