

# HR ADMINISTRATOR

## PART TIME ROLE

### CANDIDATE INFORMATION PACK



# HARMONI

people + potential

<b>Location:</b>	Head Office, Stricklands Care Village, 39 Downshire Road, Bangor, BT20 3RD
<b>Reporting to:</b>	HR Manager
<b>Working Hours:</b>	16 hours per week, with flexibility to agree a working pattern between Monday to Friday, 9.00am to 5.00pm
<b>Contract:</b>	Permanent, subject to successful completion of probation period
<b>Salary:</b>	£28,275 full-time equivalent (pro rata: £12,064 for 16 hours per week)

#### Job Purpose:

We are creating a new HR Administrator role to support our HR Manager and help strengthen the people function across our organisation. This is a varied and meaningful role, offering the opportunity to get involved in recruitment, onboarding, AccessNI checks, employee changes, absence administration and general day-to-day HR support.

You will be joining a values-led charitable organisation supporting vulnerable adults across the social care and homelessness sector. Our teams are committed to delivering high-quality care and support, and this role will play an important part in helping us maintain a strong, positive people culture as the organisation continues to grow and seeks to “Do More For More.”

NOTE: THIS POSITION IS SUBJECT TO AN ENHANCED WITH BARRED ADULT LIST ACCESS NI CHECK. COPIES OF THE RELEVANT POLICY ON THE RECRUITMENT OF EX-OFFENDERS, HANDLING AND STORAGE OF DISCLOSURE INFORMATION AS WELL AS THE ACCESS NI CODE OF PRACTICE ARE AVAILABLE ON REQUEST. PLEASE NOTE THAT HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BE A BAR TO OBTAINING A POSITION WITH HARMONI.

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## || Our legacy of compassion

Founded in 1878 as the Cripples Institute by the Mayor of Belfast, John Browne and his brother Thomas, we began delivering charitable relief through the distribution of coal during a harsh winter in difficult economic times. Evolving from mission halls the organisation was founded on deep Christian values and to this day, is rooted to the belief that everyone matters. With a myriad of services over the years the organisation has remained committed to delivering accommodation-based support and care to people who live with a disability or those who experience a societal disadvantage.

Known today as Harmoni, our longevity and heritage are the foundation for our adaptability. From the early years, children with physical disability were provided medical care, men and women experiencing homelessness were provided a place to live, employment and training and a bed to lie in. Adults with a disability were supported and cared for and offered respite, training and employment. Today those same qualities underpin our Stricklands Care Village Supported Living facility with 33 properties based in Bangor, and our emergency accommodation hostel for 59 men experiencing homelessness in Belfast.

Professionalism defines Harmoni's values-based approach. While our services each have their own regulated oversight, we hold ourselves to the highest standards delivering quality person centred, compassionate support and care to all. Our heritage provides a rich foundation upon which to build, in these challenging times in our society, it is our commitment that Harmoni will be able to do more of that which we are proficient in, for more of the people who need us.

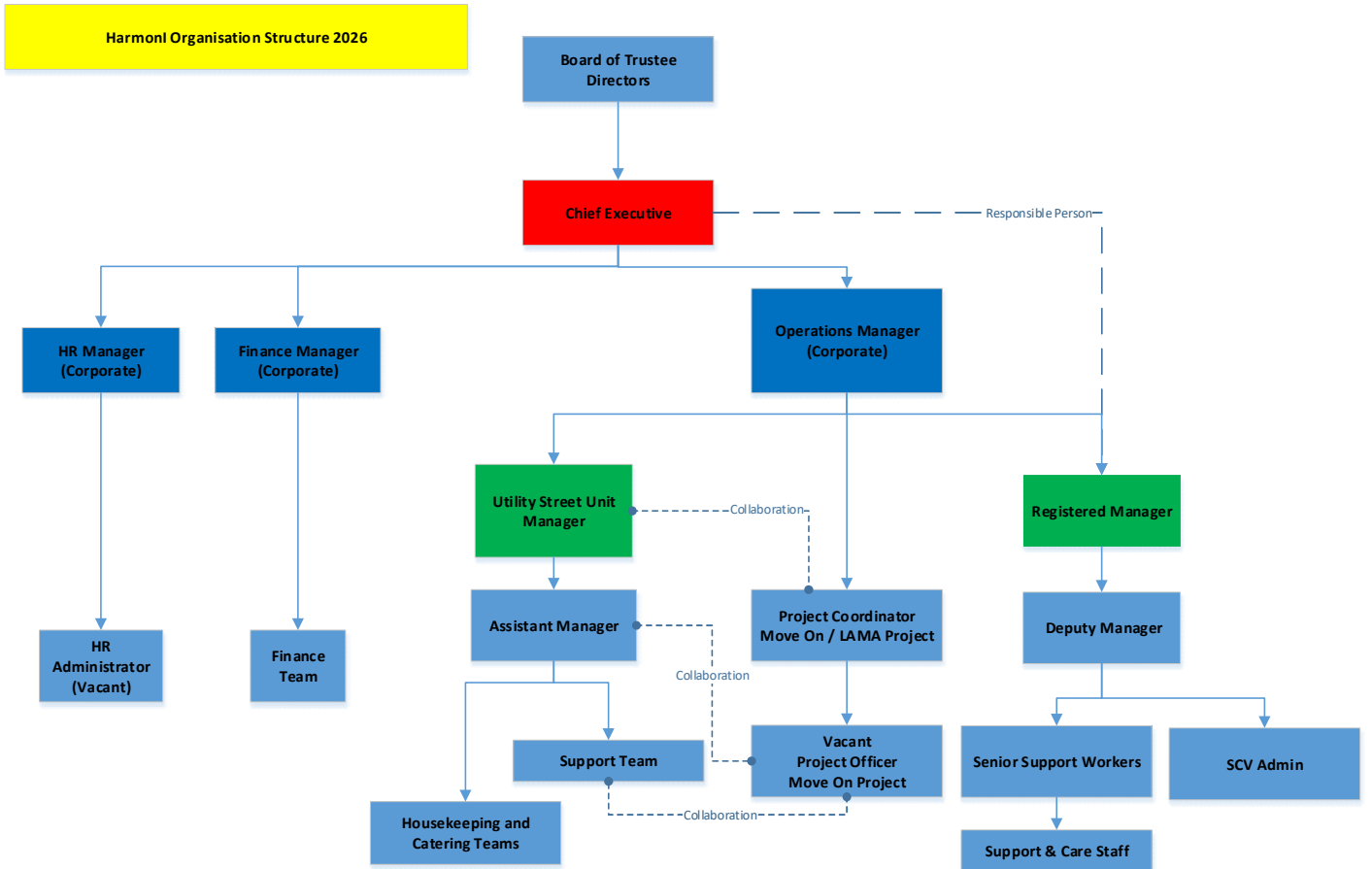
## || Our values

Our values are embedded in all roles and applicants should evidence their values as part of the application process:

- Dignity and respect
- Learning and reflection
- Working Together
- Commitment to quality care and support

You can find out more about our organisation by visiting our website:  
<https://www.harmoni.org.uk/>

# || Organisation structure



# Strategic Plan 2026 – 2030

Our Roadmap to Greater Impact



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harmoni.org.uk



## || Job description

### Main Duties and Responsibilities

- Administer recruitment processes, including adverts, interview arrangements, candidate communication and recruitment records.
- Prepare offer letters, contracts and onboarding documentation.
- Support joiner, leaver and employee change processes.
- Administer AccessNI checks and maintain related compliance records.
- Maintain accurate employee records, HR files and HR systems.
- Support sickness absence administration, including absence records and review documentation.
- Assist with training and compliance administration.
- Prepare standard HR correspondence and documentation.
- Support HR reporting, trackers and general record keeping.
- Respond to routine HR queries professionally and confidentially.
- Assist with policy formatting, document control and general HR administration.
- Undertake any other reasonable duties appropriate to the role.

### Person Specification

#### Essential Criteria:

- CIPD Level 3 qualification or working towards completion.
- Minimum of 1 year's HR administration experience.
- Experience of handling confidential and sensitive information.
- Strong working knowledge of Microsoft Office, including Word, Excel and Outlook.
- Strong administrative and organisational skills.
- High level of accuracy and attention to detail.
- Good written and verbal communication skills.
- Ability to prioritise workload and work with minimal supervision.
- Professional, confidential and approachable manner.

#### Desirable Criteria:

- Experience working in a charity, social care, homelessness or regulated environment.
- Experience of recruitment and onboarding administration.
- Experience of AccessNI administration or safer recruitment processes.
- Experience supporting sickness absence administration.
- Experience using HR systems or maintaining HR databases.
- Awareness of data protection and employment record-keeping requirements.

**Note:** No job description can cover every issue which may arise within the post at various times. The job holder is expected to undertake, as required, any other duties compatible with the level and nature of this post and/or reasonably required by more senior members of staff.

## || How to apply

To apply for this role, please submit the following to [heather.hanson@harmoni.org.uk](mailto:heather.hanson@harmoni.org.uk):

- **A current CV**  
All personal information will be removed before shortlisting
- **Completed Fair Employment Monitoring Form**  
This form does not form part of the shortlisting process and is retained separately
- **Details of two professional referees (including email address)**  
One of which should be your most recent employer. Both must have knowledge of your work and be in a supervisory/management capacity. Referees will not be contacted unless you are successful at interview stage.

We will contact you to advise if you have been shortlisted for interview.



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**Please return this Fair Employment Monitoring Form**

**Ref:** HRA0626/\_\_\_\_ **Position Applied For:** HR Administrator

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated based on their relevant merits and abilities. All employees are given equal opportunity and are encouraged to progress within the organisation. We are committed to an ongoing programme of action to make this policy fully effective. To assist us in ensuring that this policy is fully and fairly implemented and monitored, and under the General Data Protection Regulations (GDPR), in meeting our legal obligation to monitor our workforce and make statutory returns to the Equality Commission of Northern Ireland, would you please provide the following information:

**Today's Date:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

I would describe my ethnic group as:

- **Bangladeshi**
- **Black African**
- **Black Caribbean**
- **Black Other**
- **Chinese**
- **Indian**
- **Irish Traveller**
- **Mixed Ethnic Group, please specify .....**
- **Pakistani**
- **White**
- **Other, please specify .....**

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic. We are therefore asking you to indicate your community background by ticking the appropriate box below:

- **I am a member of the Roman Catholic community**
- **I am a member of the Protestant community**
- **I am a member of neither the Protestant nor the Roman Catholic community**

**Sex**

- **Male**
- **Female**

If you do not complete the community background question, we are encouraged to use the 'residuary' method, which means that we can decide based on personal information on file/application form. It is not compulsory for you to answer the above questions. However, we would stress that it is a criminal offence under the legislation for a person to "give false information in connection with the preparation of a monitoring return". Any information provided on this form will only be used for the aforementioned purposes.