

The INTO logo consists of the word "INTO" in a bold, white, sans-serif font, followed by a white circular icon containing two right-pointing chevrons.

**QUEEN'S
UNIVERSITY
BELFAST**

Job advert

Human Resources Manager

Job Ref: INTOQUB-HRM-08-19

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and post graduate study. Upon successful completion of our courses, students are guaranteed progression to host University specified undergraduate or post graduate programmes. INTO Queen's is an INTO University Partnerships (IUP) joint venture with Queen's University Belfast from 2009.

INTO Queen's teaches a range of English language and academic programmes that prepare international students for progression to both undergraduate and postgraduate study.

Requirements

We are currently seeking applications from HR Generalists who are suitably qualified and experienced for the full-time permanent position of HR Manager at INTO QUB. This is an exciting opportunity to become part of the HR team working with the Senior Management Team at the Centre reporting to the Centre Director, delivering an HR generalist service to a business team that prides itself on the educational experience it offers students as well as its commercial results.

You will be expected to act as a trusted advisor and sounding board for the local Senior Management Team helping them to develop their teams and deliver operational priorities. You will also be expected to work in a small team to provide a cohesive HR service which gives quality advice and guidance, training and development to support managers with employee relations cases.

The role requires someone who has significant experience in a generalist role and you must have a solid understanding of current NI and UK employment legislation and practices. The role also requires excellent organisational, administrative and time management skills, strong stakeholder management, excellent verbal and written communication skills, a commercial mindset and a strong motivation to influence outcomes.

Salary

Salary Band D - £27,028 to £36,568 per annum depending on skills, qualifications and experience.

Location

INTO Queen's University Belfast, 2-8 Lennoxvale, BELFAST, BT9 5BY.

INTO QUEEN'S UNIVERSITY BELFAST
QUEEN'S UNIVERSITY BELFAST
2-8 LENNOXVALE
BELFAST
BT9 5BY

T +44 [0]28 9097 6850
F +44 [0]28 9097 6851
E into@qub.ac.uk
W intostudy.com/queens

Application Process

To apply for this post, please send your up to date C.V., together with a completed Applicant Additional Information Form (which has been provided with the Job Description), clearly setting out how you feel you meet each of the listed essential and desirable job requirements, to:

The Human Resources Manager, INTO Queen's University Belfast, 2-8 Lennoxvale, Queen's University Belfast, BT9 5BY, or email: into.recruitment@qub.ac.uk

Please note that failure to clearly and fully demonstrate how you meet the job requirements may result in you not being shortlisted. The shortlisting panel will not make assumptions regarding your legal status, education/qualification, experience, knowledge and skills.

The closing date for receipt of applications is **12 midnight on Friday, 6 September 2019.**

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an Enhanced AccessNI check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.into.uk.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.