

## **HR Consultant Information Sheet**

Due to its continued growth, Headstogether Consulting wishes to recruit a Human Resources Consultant to join our busy client advisory team.

### **About the Business**

Headstogether is a specialist human resources consulting firm founded in 2007, with offices in Belfast and London.

Before founding Headstogether, our directors gained their initial experience in senior roles with global blue-chip companies and consulting firms. Today's industry standards in terms of quality assurance, continuing staff development and robust internal systems underpin all of our client service.

We combine the professionalism of a large national firm with the energy, commitment and flexibility of an independent.

Over the past 11 years we have worked really hard to build a great reputation for our HR services and we pride ourselves on providing an outstanding level of service. This has enabled us to build up an excellent client base that continues to grow by the day. Our client base is fairly evenly split across the private, public and third sectors.

Broadly, we provide 2 types of service.

Firstly, the bulk of our work involves providing specialist expertise to a variety of clients on a project by project basis. This work encompasses all the key HR areas including organisational strategy and development, recruitment and selection, employee engagement, reward and recognition, and training and development. By way of example, this could include putting in place a new appraisal system, carrying out a workplace investigation, reviewing roles and responsibilities as part of an organisational review, carrying out a job evaluation exercise, or providing HR related training.

Secondly, we provide an outsourced HR service under the Teammate® brand. This is designed for private businesses and other organisations without in-house HR resources. We effectively act as the HR function and provide advice and guidance on issues such as discipline and grievance, sickness absence, recruitment and putting in place appropriate policies and HR systems.

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### **About the Team**

Our clients benefit from the collective expertise of our people. All of our consultants are CIPD qualified with on average, more than 15 years' experience both as consultants and in senior human resources roles with organisations like Diageo, Homebase, Marks & Spencer, Linklaters, Northern Ireland Civil Service, Belfast City Council, Asda and Coca-Cola.

As well as solid general human resources expertise they bring a range of deep specialisms, which help our clients make real improvements to their organisations' performance.

Our client services team comprises two Directors, one Senior HR Consultant, one HR Consultant and two HR Advisors. The team is supported by an Office Manager and a Commercial Director.

### **Our Requirement for the Role**

The successful applicant will be CIPD qualified to Graduate level or equivalent and will be required to demonstrate that they have broad generalist HR experience gained over a minimum of 4 or more years.

Equally important to their practical HR experience will be exceptional interpersonal skills and the ability to build relationships with a diverse client base spanning both the private and public sectors.

To be successful in this role you will need to be able to draw on your experience to proactively assess client needs and come up with appropriate solutions to match their individual requirements.

The profile of the HR Consultant we are looking for is therefore very much one of a self-starter who is creative, flexible and organised, and enjoys the challenge of working on a broad range of initiatives for a diverse client base.

More detailed information is provided in the job description and person specification (see [www.headstogether.com/careers](http://www.headstogether.com/careers)).

### **What We Can Offer to You**

We can provide you with an opportunity to work on a broad range of assignments for different types of clients and the opportunity to work with many high-profile clients in the business community.

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This is a great way to broaden your HR experience and to work alongside HR professionals who are considered to be leaders in their field. This is a great opportunity to develop new HR skills in a professional but fun working environment.

We are a small team with a flat structure and this brings an unlimited opportunity to progress.

We are also not believers in being “slaves to our desks” and we can offer the chance to work flexibly.

### **Location**

Our main office is located in Holywood, County Down and we have a satellite office in London which we are currently expanding with a local team.

Most of our clients are located in the Greater Belfast area although there would be a requirement to travel outside Greater Belfast as and when required.

On average our team probably spend about 50% of their time out of the office on client assignments.

### **Some practical notes to assist you**

To help you decide if this is the right position for you:

- We have both full time (37.5 hours) and part time opportunities and we are happy to consider applicants who can work at least 25 hours per week.
- The position is permanent.
- The position will be based in Holywood.
- Salary will be negotiable subject to experience plus a performance related bonus and other benefits including private health care and an attractive pension scheme.
- The post holder will need a full valid driving license as well as having the use of a car for business, or access to transport that will enable the post holder to carry out the full duties and responsibilities of the role.

**Closing date for applications is 5pm on Wednesday 23<sup>rd</sup> January 2019.**