

**Candidate Information Booklet**

**People Operations & Workforce Planning Business Partner**

**IRC287295**

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 2nd December 2022

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Communication between HRConnect and you

HRConnect will issue competition communications electronically. Please ensure you check your email account regularly, to make sure that you don’t miss any important communications. There may be a requirement to issue competition communications by post.

Please update us with any changes to your email address and home address to ensure you are fully informed at all times.

Equal opportunities

Agri-Food and BioSciences Institute (AFBI) is an equal opportunities employer and has been awarded the Bronze Charter Mark in recognition for our commitment towards Diversity and Inclusion in the workplace. All appointments will be made strictly on the basis of merit. If you have any queries with regard to this recruitment process or require any documentation in an alternative format, please contact HRConnect via email [[Recruitment@HRConnect.nigov.net](mailto:Recruitment@HRConnect.nigov.net)](mailto:NICS@HRConnect.nigov.net) or call 0800 1 300 330. We will be happy to assist you.

**We would particularly welcome applications from females and those from a Roman Catholic background.**

Feedback -AFBI is committed to providing feedback to assist the development of current and future applications.

# Recruitment overview

Thank you for your interest in our organisation. At AFBI you will find a fantastic team spirit and a commitment to the development of both you and your skills so that you can choose to have a long-term career with us.

This Candidate Information Booklet offers specific information to applicants.

Please read this document carefully in advance of submitting your application and retain it for reference throughout the recruitment process.

At AFBI, we take great pride in the work we undertake. All AFBI employees are appointed on merit on the basis of fair and open competition.

We wish you every success in your application!

Important dates - It is intended that interviews for this post will take place in AFBI HQ, Newforge Lane, Belfast during week commencing Monday 9th January 2023.

Compulsory documentation - It is compulsory that all candidates invited to attend an assessment and/or interview, bring sufficient identification. Your attendance may not be permitted in instances where identification cannot be shown.

You want to change the world. So do we.

[Agri-Food and BioSciences Institute (AFBI)](https://www.afbini.gov.uk/introducing-afbi) is a leading provider of scientific research and services to government, non-governmental organisations and commercial organisations. We are sponsored by our key stakeholder, the Department of Agriculture Environment and Rural Affairs (DAERA).

Our customers include a range of local, national and international commercial companies, Northern Ireland and UK Departments, Agencies and associated bodies in the European Union.

As a leading institute of research, we tackle the complex challenges of our industry through purpose-driven science. We are a community with a common goal: to leave the world better than we found it. Are we ambitious? Definitely. Are our ambitions achievable? Absolutely. AFBI has been defying scientific boundaries to create measurable, scalable and enduring solutions to agri-food and marine science complexities in Northern Ireland - and beyond - since 2006.

We are delighted that you are considering joining us.

Of all the many factors that come together to make AFBI what it is, nothing is more important than our employees. Every area of our service delivery is underpinned by a number of dedicated teams working in synchrony to ensure the provision of scientific excellence. Across our four divisions, every team member, from those on the scientific front to those working behind the scenes in one of our offices, plays an essential role in delivering our long tradition of excellence, whilst helping to propel future discoveries.

Together we are better.

Our People Vision is to:

Attract, empower and grow purpose-driven staff with the passion and capability to pursue excellence, embrace technology and cultivate innovation and change.

This is how we do great science.

Great people. Great science.

# About Finance and Corporate Affairs Division (FCAD)

Finance and Corporate Affairs Division is based primarily at AFBI headquarters, Newforge Lane, Belfast but with staff deployed at some of the larger sites.

It supports the AFBI Chief Executive and the Executive Management Team (EMT) in securing and deploying the financial, people and infrastructure resources of AFBI. The division has a key role in ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of governance.

FCAD also includes the Research Support Office which identifies research, funding and commercial opportunities.

FCAD Branches

* Corporate Affairs
* Corporate Projects
* Finance
* Governance and Performance
* People & Culture
* Research Support and Corporate CommunicationsAbout the People and Culture Branch

The People & Culture Branch in AFBI is a collaborative team of professionals dedicated to:

* Valuing, encouraging, and supporting a diverse AFBI workforce;
* Continually improving individual and organisational effectiveness;
* Anticipating and meeting the changing needs of the workforce;
* Championing career and professional growth;
* Guiding and maintaining a healthy and positive work environment;
* Enhancing support services through innovative and creative staff engagement methods.

We do this because our goal is to maintain a high-performance workforce and ensure compliance with employment law and best practice.  The People & Culture branch strives to play its part in driving the delivery of the Organisations business plan through its people. We do this by ensuring we attract and develop a highly talented and motivated international workforce whilst creating a culture in which our people thrive.

To deliver this the People & Culture Branch is structured into four key business areas:-

* **Workforce and Succession Planning** – provides administrative support and advisory services for all recruitment procedures and future succession planning. This includes internal and external recruitment exercises, including, agency appointments and temporary promotion opportunities.
* **People Operations** – provides support for AFBI staff on all aspects of terms and conditions of employment, from hiring to retiring. The duties also include responsibility for disciplinary procedures. The team also has responsibility for end-to-end employee relations matters.
* **Engagement and Development** – delivers internal training interventions, sets annual corporate training events and provides administrative support for all aspects of learning and development, including the engagement of work experience students. This team leads on performance management across the organisation.
* **Culture and Diversity –** delivers the AFBI Health & Well-Being and Diversity & Inclusion Strategies across the Organisation. In addition, this area provides administration of all Equality obligations under Section 75 of the Northern Ireland Act to ensure that equality of opportunity and good relations are central to policy making, policy implementation and review.

The People and Culture Branch has also engaged the services of an external HR service provider (HRConnect) to deliver the transactional / day-to-day routine administrative tasks.

# Job Background

The People Operations & Workforce Planning Business Partner will **be responsible for the day-to-day workforce planning and people operation tasks. This role will also have responsibility for developing and adding value to support AFBI in meeting its organisational goals and long-term success.**

This post will sit across Workforce and Succession Planning and People Operations. The main duties of the post will be:

1. **To oversee and support the prioritisation of external and internal workforce planning processes with AFBI stakeholders and HRConnect (HRConnect are an external provider who support a variety of People & Culture related processes); ensuring records are kept up to date with the progression of such processes.**
2. **Manage the agency worker framework and performance to ensure stakeholders secure cover for positions at speed.**
3. **Manage and advise on People and Culture related queries, ensuring that policy and procedure is upheld and that stakeholders receive a high-quality service.**
4. **Carry out people operation related meetings, such as but not limited to- underperformance, unsatisfactory conduct and attendance reviews.**
5. **Provide support at meetings and produce good quality and timely notes.**
6. **Produce information on a monthly basis for various stakeholders on the progression of People & Culture processes whilst ensuring that records are accurate and up to date**.
7. **Manage internal audits on a monthly basis and seek independent sign off.**
8. **Support the implementation of processes to strive for a high performing AFBI.**
9. **Engage in and promote positive channels of communications within the People & Culture team and across AFBI.**
10. **Undertake all duties respecting confidentiality, sensitivity and duty of care at all times.**
11. **Lead and develop direct reports and provide coaching and mentoring across the HR team to ensure continuous improvement.**
12. **Ensure effective absence and performance management of staff in line with AFBI policies and procedures.**
13. **Ensure safe, secure and suitable working environments which are health and safety compliant.**
14. **Ensure compliance with GDPR regulations.**

# **This list is not exhaustive, and the successful candidate will be required to carry out other duties as allocated by management.**

# Job Information and Employee Benefits

A reserve list will exist and will be held for a period of 12 months from the date of interview, to cover any similar vacancies which may arise.

**Salary**

Currently the salary for the post will be within the range £32,328 - £33,459 within which pay increases will be on an incremental basis provided staff performance reports are satisfactory.

Starting salary will be at the minimum of the scale.

**Working Hours**

The successful candidate will normally be required to work 5 days each week, totalling 37 hours. AFBI operates a flexi working system.

**Location**

The successful candidate will be based at AFBI Newforge, 18a Newforge Lane,

Belfast, BT9 5PX, however, they may, on occasion, also be expected to work at other sites in Northern Ireland as required.

Hybrid working can also be considered.

**Travel**

The post will require access to a form of transport which will permit the successful candidate to meet the requirements of the post in full.

**Pre-employment checks**

Pre-employment checks consist of a qualification check and an AccessNI check. The security check required for this post is basic level. HRConnect will provide your details to Experian who will undertake this check. This is a two-part process during which all communications will be issued to you electronically.

**Annual Leave**

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing to 30 after five year’s satisfactory service.

**Probationary Period**

The post holder will serve 12 months’ probation in the new post. This will commence from the date of appointment. At the end of the probation period a formal review will be conducted.

**Professional Development**

We believe in our employees and understand the importance of investing in ongoing development. Support for professional development will always be considered.

**Employee Benefits**

AFBI offers employees an unrivalled benefits package. For further information please click [here](https://www.afbini.gov.uk/sites/afbini.gov.uk/files/publications/AFBI%20Employee%20benefits%20v3.0_0.pdf).

**Further Information**

Further Information about the post may be obtained from Fiona Campbell, AFBI Head of Human Resources on 028 9025 5657.

For information on how the recruitment process will be managed and for further recruitment and selection resources, please click [here](https://www.afbini.gov.uk/careers-afbi).

For information on our equal opportunities, please click [here](https://www.afbini.gov.uk/equality-diversity-inclusion).

### Eligibility Criteria

Applicants must, by the closing date for applications provide evidence in their application form which demonstrates that they satisfy the following essential criteria.

* 1. Hold a Level 5 qualification\* or above;
  2. Associate membership of the Chartered Institute of Personnel and Development (CIPD);
  3. 2 years’ experience of providing advice/guidance and hands on support for People & Culture processes to include 3 out of the following:
* The development of People & Culture processes;
* External Permanent and Fixed-Term Recruitment;
* Advice and guidance on workforce planning processes (to include use of agency, use of appropriate essential criteria, application of policy);
* Interpretation of policy to advise on people operation processes (to include 2 out of the following 3) attendance, performance and disciplinary;
* Build credibility with stakeholders through effective verbal and written communication in provision of sound advice and support to aid good working relationships.
  1. Demonstrable experience in maintaining good records for management reporting;
  2. Demonstrable experience in Microsoft Office packages, specifically Excel and Word and their relevant functions i.e. use of pivot tables.

\* Relevant or equivalent qualifications: Diploma of Higher Education (DipHE), Foundation degree, Higher National Diploma (HND), Level 5 award, Level 5 certificate, Level 5 diploma, Level 5 NVQ. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc, so that a well-informed decision can be made.

### PERSON SPECIFICATION

This position is analogous to Staff Officer Level in the NICS.

Candidates will be expected to demonstrate the skills and competencies set out in the Essential Criteria. In addition, they will also be required to demonstrate competency in Professional Knowledge & Skills pertaining to this post together with the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 3 for the purpose of personal and professional development.

Selection panels will design questions to test the applicant’s knowledge and experience in each of the above areas and award marks accordingly.

**You should refer to the behaviours listed under level 3 of the relevant competence areas.**

To view the NICS Competency Framework, please click [here](https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf).

### Interview Criteria

In addition to satisfying the eligibility criteria and shortlisting criteria (if applicable) applicants will also be expected to display the following qualities and skills at interview-

1. **Professional skills and Knowledge**

**Marks available: 20 Minimum Standard: 12**

1. **Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the organisation, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

**Marks available: 20 Minimum Standard: 12**

1. **Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

**Marks available: 20**

1. **Leading & Communicating**

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

**Marks available: 20**

1. **Changing & Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in ‘smarter’, more focused ways.

**Marks available: 20**

Total marks available: 100

Overall pass mark: 60 (60%)