



Job Title: HR Graduate
Responsible to: HR Manager
Job Reference: HRG 04/19

Main Purpose of the Job:

You will be joining Galgorm Spa & Golf Resort at a significant time following the purchase of a second hotel property. This is an exciting opportunity offering unrivaled exposure working in a diverse workplace with an outstanding reputation for staff development and customer service.

The HR Department is comprised of a core team of five passionate professionals who work collaboratively whilst assigned to key areas of responsibility. We're looking for someone with an innovative approach to staff development and promoting health and well-being. If you're someone with a desire to place yourself at the very center of change and committed to creating and sustaining a progressive working environment where your efforts will be recognized, this the job for you!

In return, you will be supported by a strong leadership team who seek to continually improve and maximize the potential of staff by fostering a culture that encourages delegation, innovation, accountability and teamwork.

Main Duties & Responsibilities:

Engagement:

- Providing support to line managers on HR policies and procedures
- Participate on the management of employee relation cases relating to short- and long-term sickness absence.
- Delivering an effective induction program for new employees
- Ensuring employee's performance is regularly reviewed and personal development is promoted and monitored against the L&D strategy.
- Maintaining and developing positive and collaborative relationships with hiring managers.
- Participate on panels to support managers with employee relation issues, ensuring that best practice and legislation is adhered to.
- Liaising with the School of Excellence & Staff Wellness Centre Project Manager to implement and drive an appropriate Health & Well-being Strategy of value to our employees.
- Efficiently dealing with day to day HR queries and directing to the relevant resource or person when required; using initiative to resolve issues and elevate to HR Manager as required

Recruitment:

- Assist the HR Assistant with Recruitment & Selection, including drafting new hire contracts.

Administration:

- Provide administrative support to the HR team.
- Responsible for the accurate and timely updating the personnel system and paper records to ensure the integrity of employee information.
- Provide support on HR Projects.
- Any other reasonable request from the HR Team.

Are you up to this challenge? The successful candidate must:

- Be educated to degree level in a HR or business-related degree
- Have experience in participating on employee relation cases
- Have a minimum of 1-year HR generalist experience
- Have experience of working within a fast-paced office environment
- Proficient in MS Office.
- Excellent communicator with the ability to communicate and engage with all levels of management.
- Excellent organisational skills.

Desirable Criteria:

Preference will be given to those candidates who have:

- HR experience within the hospitality industry
- Experience of working within a multi-site environment
- Have Associate membership (or working towards) CIPD qualification

This is a very busy and demanding role, which will offer unrivalled exposure in a fast paced environment and will undoubtedly offer long-term development opportunities for the successful person.

We reserve the right to enhance the criteria to aid shortlisting and, in the event, that we receive large numbers of applications only those that are shortlisted will be contacted.

Please be aware that by applying for this post you are consenting to Galgorm Spa & Golf Resort processing the information you have provided for the purposes of Recruitment and Selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from our HR department.

The closing date for all applications will be Thursday 2nd May at 12pm.

Galgorm Spa & Golf Resort is an Equal Opportunity Employer

To apply for this position please email your up to date CV to HR@galgorm.com ref: HRG 04/19