

Lagan Services (part of the Lagan Specialist Contracting Group) is now recruiting for an HR Administrator on a permanent basis.

Company:	Lagan Services Limited
Job Type:	Full Time, permanent (applications will be considered for reduced hours across 5 days a week)
Location:	Belfast
Reporting to:	Head of HR

Role Overview

Lagan Specialist Contracting Group are a private family-owned leading construction and infrastructure business which was established over 60 years ago. The Group works across a diverse range of traditional construction and engineering sectors and has a focus on innovation and new technology. The group employs over 600 people across the UK, Ireland and Internationally. Lagan Services Limited provides professional and business support to the range of businesses within the Group as we continue our growth plans across each of our key sectors

We are a fast-paced, progressive company who continue to grow, and we are seeking to appoint an HR Administrator. Reporting directly to the Head of HR, the successful candidate will support the Head of HR in the effective delivery of a range of HR services across the group.

The successful applicant will be provided with opportunities to develop their career and will be supported to participate in both in-house and externally accredited training. They will be willing to learn quickly and provide reactive support across a number of areas. The successful candidate will also be encouraged to be innovative within the role and live through the Company's core culture and values.

Our values

Our values are important to how we run our business. We have been awarded Platinum Investors in People in recognition of our people management practices and investment in learning and development. We are therefore looking for candidates that can demonstrate behaviours in line with our core values and continue with our culture of putting people first:

- **Trust**
- **Respect**
- **Caring**
- **Fun**
- **Safety**
- **Open & Honest**

What you'll do

The following reflect the main tasks associated with your position and are not intended to be exclusive or exhaustive.

- Recruitment administration for roles within the Company including, assisting with the creation of job descriptions, advertising job vacancies in line with Company policy and in compliance with employment law
- Ensure that every employee is issued with a set of Terms and Conditions of Employment. Ensure that all changes to Terms and Conditions are confirmed in writing and appropriate governance has been applied
- Ensure collation of monitoring information for all vacancies and completion of necessary paperwork for the preparation of the annual Equal Opportunities Return as well as the required collation and reporting of diversity metrics and statistics.

- Assist line managers in ensuring that all probation periods are reviewed in a timely manner
- Attend and take minutes of meetings as appropriate
- Participate and arrange Company inductions with new starters as required and assist with the full onboarding process
- Sickness absence administration including obtaining all sickness absence certificates, recording sickness absence on HR system, liaising with managers to ensure return to work interviews are undertaken in a timely manner, liaising with the Head of HR in relation to long term sick absences and producing reports as requested.
- Timely and accurate maintenance of HR information systems including the management of the Company's electronic filing system.
- Assist the Head of HR with the organisation of learning and development events
- Provide support to the HR department on a full range of HR activities
- Any other reasonable duties which may be required

What you'll bring

Your main skills and experience will include;

Essential Criteria

- A minimum of 5 GCSE's (or equivalent) including English and Maths at Grade C or above
- Have a minimum of 6 months office administration experience
- Be proficient in the use of Microsoft Office
- Possess strong interpersonal and communication skills and the ability to communicate effectively with staff at all levels
- Be a self-starter with a proactive working approach and a positive, 'can do', attitude
- Be able to work unsupervised and on own initiative
- Possess excellent planning and organisational skills
- Understand the importance of confidentiality and be trustworthy with sensitive information

Desirable Criteria

- HR Administration experience
- Previous experience of using Hallmark PAM's HR system and GetGot recruitment platform

How we'll reward you

In return, we offer an attractive, competitive salary and a wide selection of lifestyle offers, development and learning programmes, services and support designed to help you manage and balance your work/life priorities. At our Head Office in Belfast, we have an on-site Gym and Wellbeing Hub which is available for use for all our employees.

Our Core Benefits for this role include:

- Excellent Annual Leave allowance with the ability to purchase additional days leave each year
- Discretionary Bonus Scheme
- Occupational Sick Pay
- Paid Membership fees of a relevant Institution or Professional Body
- Health Cash Plan & Employee Assistance Program, with money off dental, optical, chiropody, physiotherapy to name just a few
- Ongoing Health and Wellbeing activities that include free annual health checks for all employees
- Salary Sacrifice Pension Scheme
- Gym Membership
- Life Assurance Plan
- Cycle to Work Scheme

Your application

At Lagan Specialist Contracting Group, we want everyone to feel welcome. That's why we want you to know that we'll work with you to make the application process as smooth as possible. So please just let us know if you need any adjustments or support – we'll do whatever we can to help.

To apply for this post please submit your CV before the closing date - **Monday 3rd February 2025 at 12 Noon**

We wish you every success in your application.

LAGAN SPECIALIST CONTRACTING GROUP ARE AN EQUAL OPPORTUNITES EMPLOYER - We will not discriminate against anyone on the grounds of Sex, Pregnancy or maternity, Gender reassignment, Marital or Civil Partnership status, Religious or other similar philosophical belief, Political Opinion, Racial group, Sexual orientation, Disability or Age.