**Job Description**

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| **Job Title:** HR Officer (Maternity Cover) 9-12 months**Reporting To:** Human Resource Manager**Job Purpose:**At Mackle Petfoods, our people are at the heart of everything we do. Your role will be to assist in the delivery of a first-class HR service for our 230 employees in a fast paced, constantly evolving company with ambitious plans for growth. Employee wellbeing is high on the company agenda; the successful candidate will assist in continuous improvement of our health and wellbeing initiatives. This is the perfect role for someone in the early stages of their HR career who is keen to learn; you will have a diverse role in a supportive environment with generalist HR responsibilities and the opportunity to experience every aspect of the HR function.  |
| **Key Responsibilities*** Involvement in the initial stages of company recruitment
* Organise and attend recruitment exhibitions to represent company and jobs on offer (Local council events, Colleges, Universities).
* Liaise with colleges, schools to arrange training programmes/employment opportunities.
* Print and receive authorisation to send relevant documentation, letters contracts
* Maintain policies and procedures to ensure that they reflect best practice.
* Provide HR advice and guidance to all depts. within the business
* Support Line Managers in dealing professionally with disciplinaries, grievances, and performance management issues
* Proactively monitor absence
* Assist the part time Payroll Administrator to ensure that all payroll processing responsibilities are achieved.
* To cover the weekly payroll during holidays or absence.
* Monitor, understand and develop employee relations
* Responsibility for maintaining the Company Training Programme for both obligatory and discretionary training. Identifying learning and development opportunities
* Responsibility for Employee Benefits for new starters and leaver
* Provide relevant HR information to Managers
* Any other reasonable duties as may be required
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**PERSON SPECIFICATION**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * Minimum 1-year proven experience in a HR Role
 | * Recent graduate in related discipline or relevant CIPD qualification
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| Relevant Experience | * Experience in dealing with core HR issues, including disciplinary & grievance
* Ability to liaise with all employees from shop floor to Manager level.
 | * Experience gained in 200+ employee environment
* Experience in a manufacturing environment
* Previous weekly/monthly payroll experience
* Knowledge of NTD and/or BrightPay payroll
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| Skills & Competencies | * Well organised with excellent interpersonal skills
* Evidence of effective planning and time management abilities
* Awareness of current legislation affecting employees and employers
* Proficient in the use of MS Office software (particularly Excel)
 | * Understanding of the Auto-Enrolment Pension scheme
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| Circumstances | * Able to work flexibly as required to meet business needs
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**WHO WE ARE:** Family owned and managed, Mackle Petfoods was founded in Co Tyrone in 1972. Exporting into 18 global markets and producing over 70 million cans and 30 million trays annually, the Mackle Petfoods brand family includes Naturo Natural Pet Food, Norsh Petfoods, Cat Club, and Brandy.

In 2022, Mackle Petfoods celebrate 50 years in business. This second-generation manufacturing business is led by John Mackle; an inspirational leader who demonstrates genuine care and support for his employees every day. This is a family business which genuinely treats employees like family, it’s a great place to work!