

HR Officer (Maternity Cover)

Belong to Something Amazing...

Catalyst is seeking an experienced and highly motivated HR Officer to join our dynamic team.

The Role

As part of a small People & Culture team, this position offers an exciting opportunity to contribute to the development and implementation of people & culture initiatives to meet evolving needs.

Encompassing all generalist responsibilities, this role is perfect for an ambitious go-getter who has strong HR experience, including performance management, talent acquisition, learning and development and a proven ability to foster a positive employee experience.

About Catalyst

Catalyst is an independent, non-profit science and technology hub focused on fostering innovation and entrepreneurship in Northern Ireland.

The epicentre of innovation in Northern Ireland, we provide everything that innovators and entrepreneurs need to reach higher and succeed faster – a home, a powerful community, enhanced by international networks of venture capital, and market development support.

Inclusivity is at the core of what we do at Catalyst, we are working to remove the barriers that prevent people from accessing opportunities in the innovation economy, such as access to entrepreneurship and learning the skills to innovate. We invest, pro bono, all surplus profits from our property portfolio into nurturing a community-led innovation ecosystem that supports technology-focused startups, entrepreneurs, and innovators so they can create, scale, and flourish.

Working at Catalyst

A certified Great Place to Work®, Catalyst is one of Northern Ireland's most exciting employers.

With a strong vision of Opportunity for all from world-leading innovation, this is a workplace brimming with ambition to create social, cultural, and economic advantage. We are a force for good, bold in our approach with integrity at our core and passion in everything we do.

Diversity and Inclusion at Catalyst

Diversity and inclusion aren't boxes to tick on a CSR list. At Catalyst, they are part of our DNA, lived, breathed, seen, and heard across our community, projects, and co-working spaces.

We not only want to foster and empower a culture of innovation, but also an environment where people can be their true, authentic self and thrive, and we are proud to be recognised by the Diversity Charter for achieving silver status, with ambitions to progress to Gold.

As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that's allowed us to create an inclusive workplace which celebrates the diversity of our teams and community.

What we are looking for?

The ideal candidate will have the ability to inspire a collaborative and inclusive culture built on trusted relationships at all levels. To excel in this dynamic role, we seek individuals who embrace adaptability and resilience, demonstrating qualities such as patience, persistence, discretion, and effective HR influencing skills. Your positive approach to challenges will be a valuable asset as you navigate the fast-paced nature of this position.

Key information

- ☐ Full time, fixed term contract ending January 2025, with a possibility of extension.
- ☐ Competitive salary up to £30,000.
- ☐ A comprehensive benefits package.
- ☐ Based at the Innovation Centre, Queen's Road, Belfast (hybrid working arrangement available).
- ☐ Reporting to Director of People & Culture.
- ☐ Closing Monday 8th January at 12noon.

Employee Perks

- ☐ Competitive Benefits Package including Private medical insurance for you and your dependents.
- ☐ Generous pension contribution.
- ☐ Generous life assurance policy.
- ☐ Enhanced parental leave packages.
- ☐ Free open access to company organised events.
- ☐ Free parking onsite.

Responsibilities

1. Develop and implement innovative strategies to attract top talent, ensuring a diverse and qualified pool of candidates.
2. Lead and manage a high volume of recruitment activities through the entire lifecycle – including drafting job description through to managing employee onboarding experience.
3. Develop and nurture a positive organisational culture aligned with the company's values, promoting integrity, passion and the ability to be bold.
4. Support the various change management initiatives underway across the organisation and work with the Director of People & Culture to communicate and implement any organisational change as appropriate.
5. Codesign and deliver employee engagement initiatives and play an active role in employee networks.
6. Plan, organise and schedule an annual learning and development calendar in line with strategic direction.
7. Work collaboratively with the director of people & culture to design and implement comprehensive DEI strategies that align with organisational goals.
8. Lead on the development of new policies and review and update existing policies to maintain accuracy and appropriateness.
9. Implement and manage performance review processes, providing guidance to managers on performance evaluations, feedback, and goal-setting.
10. Act as a trusted advisor to employees and management, addressing employee concerns, conflicts, and providing guidance on HR-related matters.
11. Manage all HR administrative tasks, including maintaining employee records and manage the HR Software systems.
12. Oversee and manage the full portfolio of employee benefits.
13. Take ownership and manage the Equality Commission annual monitoring return process within specific timeframes.

Essential Criteria

- ☐ At least two years experience as a HR Officer or HR Generalist.
- ☐ CIPD (level 5) qualification.
- ☐ Prior experience managing the entire recruitment lifecycle.
- ☐ Sound and up-to-date knowledge of Northern Ireland Employment Law.
- ☐ Strong experience of MS 365 Office programmes and HR Software Systems.
- ☐ A trusted advisor with an ability to treat confidential information with care and discretion.
- ☐ Strong interpersonal and communication skills, including adept attention to detail.
- ☐ Excellent project management skills, with the ability to manage multiple initiatives and deadlines simultaneously.
- ☐ Passionate advocate for diversity, equity and inclusion.

Special Requirements

- ☐ Proof of right to work in the UK.

Get in touch

If you are an experienced and passionate HR Professional driven by our vision, we invite you to get in touch.