

## HR Officer

### Belong to Something Amazing...

Catalyst is seeking a proactive, people-first HR Officer to join our dynamic team.

### The Role

As a key member of our small but impactful People & Culture team, you'll thrive in a fast-paced environment where adaptability and initiative are key. This is a great opportunity for someone who brings strong experience across performance, talent acquisition, and learning and development, whilst taking pride in creating a positive, people-centred employee experience.

### About Catalyst

Catalyst is an independent, not for profit organisation. We work for the greater good to build an inclusive innovation community in an entrepreneurial ecosystem throughout Northern Ireland. The epicentre of Northern Ireland's tech sector, we provide everything that innovators and entrepreneurs need to reach higher and succeed faster – a home, business support, connected networks and much more besides. We invest, pro bono, all surplus profits from our property portfolio into nurturing a community-led innovation ecosystem that supports over 900 start-ups, entrepreneurs, and innovators so they can grow, 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 a 'team first' mentality with the ability to build trusted cross functional relationships at all levels within Catalyst. A detail-orientated person, who can work on their own initiative, with confidence and drive. You will need high levels of organisation and attention to detail for this fast-paced role; applying patience, persistence, discretion, and HR influencing skills.

### **Key information**

- Full time, fixed term contract ending April 2026, 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 People and Culture Manager.

### **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. Lead and manage a high volume of recruitment activities through the entire lifecycle – including drafting job description through to managing employee onboarding experience.
2. Develop and implement innovative strategies to attract top talent, ensuring a diverse and qualified pool of candidates.
3. Act as a trusted advisor to employees and management, addressing employee concerns, conflicts, and providing guidance on HR-related matters.

4. Develop and nurture a positive organisational culture aligned with the company's values, promoting inclusivity, respect, and collaboration.
5. Lead on the development of new policies and review and update existing policies to maintain accuracy and appropriateness.
6. Implement and manage performance review processes, providing guidance to managers on performance evaluations, feedback, and goal-setting.
7. Support the various change management initiatives underway across the organisation and work with the People and Culture Manager to communicate any organisational change as appropriate.
8. Codesign and develop employee engagement initiatives.
9. Plan, organise and schedule an annual learning and development calendar in line with strategic direction.
10. Manage all HR administrative tasks, including maintaining employee records and full portfolio of employee benefits.
11. Manage the HR software system.
12. Take ownership and manage the Equality Commission annual monitoring return process within specific timeframes.

## **Essential Criteria**

- At least two years experience as an HR Officer or HR Generalist.
- CIPD (level 5) qualification.
- Detailed current knowledge of Northern Ireland Employment Law.
- Prior experience managing entire recruitment lifecycle.
- Proactive, solution-oriented mindset with a demonstrable track record of independently driving HR initiatives
- 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.
- Passion for Catalyst's vision and mission, with a genuine desire to make a positive impact in the community.

## **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.