

JOB DESCRIPTION

Role: HR Business Partner

Contract: Full Time - Permanent

Hours: Monday to Friday 9am to 17.30pm & Saturdays as rostered (currently 1 in 4 - Hours 9.30am to 12.30pm)

Holidays: 20 Days per Annum plus Statutory Days (Minimum 8) running from January to December

Reporting to: Branch Manager/Director

Location: Belfast

Salary: Dependent on Experience

Company Background:

Simon Brien is Northern Ireland's leading estate agency, boasting over 40 years' experience and 45,000 properties transacted. The company operates in private residential and new homes sales, premier homes and country estates, as well as land sales and consultancy. Services also include lettings, property management, mortgages and financial services.

The company's success is built on the traditional values of customer care, extensive experience and personalised service, all underpinned by world-class technology enabling operational and service excellence. In 2024, Simon Brien proudly joined Sherry FitzGerald Group, the largest estate agency in the Republic of Ireland, with more than 100 offices, including over 70 franchise locations. Sherry FitzGerald are the exclusive Irish affiliate to Christie's International Real Estate. This partnership gives Simon Brien customers, selling luxury homes in Northern Ireland, unparalleled access to exclusive international markets via the Christies network.

The ethos of Simon Brien is built on traditional values of customer care, long established experience, and a professional and personal service for all our clients. Simon Brien is looking for an experienced Sales Administrator to join our team.

Key Responsibilities:

The key skills and responsibilities include but are not limited to the following:

- Work with management to identify key positions and talent gaps, implementing strategies for recruitment, retention, and talent development.
- Manage the full recruitment and onboarding cycle from start to finish, advertising vacancies, short listing with line managers, issuing employment contracts etc.
- Provide a conducive and safe work environment for all our employees that supports their health and well-being.
- Provide expert counsel on people related matters including managing change, performance and employee relations issues.
- Work with managers to support the implementation of performance management processes, including goal setting, regular feedback, and performance evaluations.
- Support the implementation of people initiatives within the business and drive employee engagement initiatives in conjunction with the line managers.
- Identify training needs and coordinate the development and delivery of training programs.
- Maintain and update the HR System (HRIS). Utilise HR data and analytics to provide insights and support decision-making.
- Work with senior leaders across the business to create an attractive employer brand proposition that attracts, develops and retains the best talent.
- Develop a team culture where everyone always demonstrates the Company Values and is encouraged to give feedback and recognise others and share learnings.
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Qualifications and Skills:

- Proven experience as an HR Business Partner or in a similar HR role.
- Strong knowledge of HR practices, legislation and regulations.
- Proven ability to influence and build strong relationships at all levels of the organisation.
- Problem-solving and decision-making skills.
- Strategic thinking and business acumen.
- Proficient in HRIS and other relevant software

What We Offer:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and collaborative environment.
- Professional development and growth opportunities

How to Apply:

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line “**HR Business Partner**” outlining how you meet each of the skills and responsibilities.

Please ensure you clearly demonstrate how you meet the above criteria in your CV. Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.