



Together,  
we are a team

**HR / Learning Development  
Placement 2023**

# An Introduction to **Tobermore**

Tobermore is a leading paving and walling manufacturer in UK & Ireland, who have grown from a small family run aggregate firm, to a £85 million business with a team of over 460 people, supplying products across the UK and Ireland.

We have helped transform some of the most iconic landmarks such as the *Olympic Way* and the *Wembley Stadium* in the UK and the stunning *Rossharbour Resort* in Fermanagh, NI.

Tobermore is a great Company because of its great people. This is a first class opportunity to join an Award Winning Market Leader with an outstanding people focused culture. Achieving £85 million sales in 2021/22 and positioned number 24 in the **NI Belfast Telegraph Top 100 Companies 2022**, your future is in good hands. Working alongside forward thinking business professionals throughout the business and receiving continuous learning and support, start your Tobermore career today.



# HR / Learning Development Placement

**Job Title:** HR / Learning Development Placement

**Division:** Human Resources / Learning & Development

**Reports To:** Human Resource Manager

**Location:** HQ, Tobermore

## Job Summary

This is an exciting opportunity to gain HR & Learning & Development experience through working with a successful and innovative company who produces world class paving and walling products. Tobermore is renowned for product quality and delivering excellent customer service.

As a HR & L&D Placement student at Tobermore, you will gain experience in a variety of generalist HR & Learning & Development / Training disciplines. You will be involved in HR & Training Generalist tasks which will aid the provision of effective and efficient HR & L&D Services.

## Key Responsibilities

The following list constitutes the key tasks and duties of your post upon which your job performance will be assessed. Tasks are not in any particular order; therefore the sequence which they appear should not be interpreted as indicating priority or relative importance.

### Key Duties:

- Provide admin support for the HR & L&D functions in the areas of: Recruitment & Selection, Onboarding, Disciplinary & Grievance, Absence Management, and Employee Engagement and Training.
- Maintain and update all relevant employee data and files with relevant information in line with Data Protection protocols.
- Provide assistance with HR & Training Generalist tasks which will aid the provision of an effective and efficient HR & L&D Services.
- Receive and manage HR & Training queries via email and telephone, answering queries and escalating where necessary to maintain an efficient and effective service.
- Support with the organisation and coordination of any events as per agreed plans and procedures
- Act in a confidential and trustworthy manner at all times.
- Communicate any problems, uncertainties or training issues to your manager immediately.
- Participate as a member of the HR & L&D teams and in all HR/L&D activities when required.
- Deal with customers in a courteous, professional and efficient manner at all times.
- Any other duties as required and as deemed within your competence.

## Requirements

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's including English &amp; Maths A – C.</li> <li>• Working towards HRM/Business related third level qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A-levels.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience working within a HR department.</li> <li>• Proven administration experience.</li> </ul>
<b>Knowledge, Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Proficient in the use of MS Office.</li> <li>• Excellent administration skills.</li> <li>• Trustworthy.</li> <li>• High attention to detail.</li> <li>• Adaptable to changing priorities.</li> <li>• Strong multi-tasking and organisational skills.</li> <li>• Very well organised person.</li> <li>• Self-motivated.</li> <li>• Ability to work as part of a team and independently.</li> <li>• Great communication skills.</li> <li>• Good interpersonal Skills.</li> <li>• Ambitious and keen to succeed and progress.</li> <li>• Team player.</li> <li>• Positive outlook.</li> <li>• Outgoing Personality.</li> </ul>	
<b>Physical Circumstances</b>		<ul style="list-style-type: none"> <li>• Full and clean driving license</li> </ul>

Due to commence an industrial placement as part of their studies commencing the academic year 23-24

# Training

A comprehensive 6-8 week Training Program will be provided, covering all aspects of our business, including:

- Business Strategy
- HR Software inc. PAMS and NTD
- Recruitment and Onboarding Procedures
- Performance Management
- Employee Relations
- HR Social Media Strategy
- Learning and Development Procedures
- Working with other Tobermore teams
- Planning and Time Management

## Route of Progression:

HR Placement ► HR Administrator ► HR Executive ► HR Manager

## Timeline

October	November / December	End of Dec / Jan	June - Sept
Careers fairs taking place	Interviews & Assessment Day	Job offers made	Placement Programme Commences

# Benefits of working for Tobermore



### Competitive Salaries

The salary for this role is negotiable depending on experience.



### Bonus

A bonus scheme is included in the remuneration package for this post.



### Pension

You will be eligible to join the organisation's contributory pension scheme



### Annual leave

Your annual leave entitlement will be 30 days. Annual leave entitlement increases with service.



### Holiday Purchase Scheme

We have a holiday purchase scheme available for all employees.



### Company Branded Clothing

Being part of an Award Winning Company – 'One to Watch' for Successful Workplace Engagement



### Being part of an Award Winning Company

– 'One to Watch' for Successful Workplace Engagement, won the European Foundation for Quality Management (EFQM) Business Excellence Award.



### Listed as Top 100 Company NI

Belfast Telegraph.



### Opportunity for Flexible Work Life Balance



### Corporate Social Responsibilities Employer



### Connected Employee Well-being App

BHSF Connect Well-being Employee App – 24/7 Employee Support



### Payroll Giving Employer.



### Long term career prospects

Growing and financially stable family business.



### First class working environment

Newly refurbished & enhanced headquarters building.



### Complimentary Employee Events.



### Length of Service Awards.



### Very strong emphasis on training

(internal & external), mentoring & development.



### Online Learning System



### Excellent workplace culture & team approach



### Company contribution to Employee Eye care costs



### Welcome pack



### Fresh Tea, Coffee

Fruit & Selection of bread when at HQ

# Testimonials

“ I've been Team Tobermore since April 2018 and within the first few weeks of joining, I felt like I was here a lot longer which is a reflection of the friendly and welcoming culture! It's motivating to be part of such an innovative and forward thinking Company who never forget their biggest asset, their people. Within the HR Department, no two days are the same which I love! As a people person, being part of the HR Team it's our purpose to deliver an effective and efficient service to our people! #TeamHR #TeamTobermore ”

**Charlene McCorrison**  
Talent Attraction & Engagement Specialist



“ Tobermore is a brilliant Company to work for where there is a strong emphasis on looking after staff, Training and engagement. I love my role in HR, I have always loved working with people and I feel at home in Tobermore. My job is both rewarding and challenging and I'm delighted to work in such a progressive and growing business. ”

**Alison Smyth**  
HR & Talent Manager



“ I feel very fortunate to be completing my placement year with Tobermore! It's a great positive learning environment. From day one Tobermore has been such a warm welcoming culture and I knew this was the right place for me! Every day is a learning day in HR and I can't wait to see what challenges will arise next. ”

**Jennifer O'Kane**  
HR & Talent Coordinator



“ I am part of the HR team at Tobermore, currently completing the placement year of my degree in Human Resources Management from Ulster University. When starting Tobermore I was nervous as this was my first full-time job, but I was provided with the highest standard of training which was invaluable for settling into my role. I'm very fortunate to be part of an innovative company that values and cares for their employees, and to be able to gain practical knowledge that will support me in my final year of studies and future career. ”

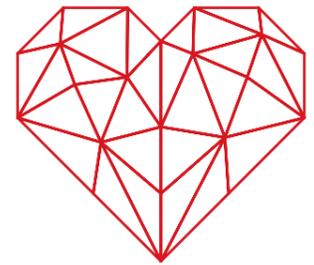
**Ellie Lavery**  
HR & Talent Coordinator Placement



# Heart

Humility, Excellence, Adaptability, Reliability, Team

WE RECRUIT  
PEOPLE WHO  
SHARE OUR  
VALUES



## HUMILITY

### People

---

- We act with strong moral principles demonstrating integrity, sincerity & truthfulness.
- We will say what needs to be said, not simply what you want to hear.
- 'We' over 'I' always.

### Customers

---

- We believe customers are the most important judge of the quality of our products and processes.
- We will listen to our customers, deliver on our promises and be honest.
- We develop great products and great services by focusing on what our customers want & need.

## EXCELLENCE

### People

---

- We embrace, encourage and engage in continuous improvement and continuous learning.
- We are driven to be the best in everything we do.
- We strive to deliver great results.

### Customers

---

- Providing customer service excellence is at the forefront of our thinking.
- We focus on building relationships designed to maximise customers product & service experience.

## ADAPTABILITY

### People

---

- We are innovative and work smart.
- We are always prepared, organised and motivated to take on new challenges.
- We are receptive and are open to new ideas and change.

### Customers

---

- Continuous improvement is driven from our customer feedback.
- Our team often adapt to meet customer needs.

## RELIABILITY

### People & Customers

---

- We always deliver on our commitments.

## TEAM

### People

---

- Many of us are more capable than some of us... but none of us are as capable as all of us!
- We celebrate accomplishments as a team.
- We are all brand ambassadors.

### Customers

---

- Our teams all work together, delivering you a world-class service.
- We can guarantee you the best team will be working on your project.

# A Snapshot of Life at Tobermore



**Mission Christmas, Cash for Kids Charity Event**



**Belfast City Marathon 2022**



**Tobermore's 80th Anniversary Celebrations**



**Tobermore's 80 Anniversary Celebrations**



**Action Mental Health, Charity Event**



**Dry January Challenge, Health & Well-being**



**Christmas Jumper Day**



**Pilates Class, Health & Well-being**

# Join An Employer Who Cares

Tobermore Is Committed To Looking After The Environment Around Us

We care about our impact on the global environment, so we invest in a robust programme of continuous environmental improvement with a dedicated sustainability committee.



## Energy

We are reducing our carbon footprint by hundreds of tonnes each year by investing in the production of our own clean energy output from solar panels and a 250kw wind turbine.



## Waste

We have reduced our waste to landfill to zero through a process of continual improvement in production efficiency and the 100% recycling of manufacturing residue.



## Transport

We maximise transport efficiency, through our “on time and in full” policy. All loads are despatched from a single site and vehicle use is optimised through back loading.



## Water

We recycle 100% of the water used in our manufacturing process and manage our use of this precious resource by investing in systems to harvest rainwater.



## Recycled Packaging

Our 100% recyclable polyethylene packaging contains 30% recycled material. By using recycled material, we have decreased waste and reduced our packaging-related carbon footprint by 20%.



## Environmental Product Declarations (EPDs)

As part of Tobermore's ongoing commitment to sustainability, we have published a library of Environmental Product Declarations (EPDs).

# HAVE ANY QUERIES? GET IN TOUCH WITH THE HR TEAM

 **028 796 42411**  
WhatsApp on 07594645495

 [hr@tobermore.co.uk](mailto:hr@tobermore.co.uk)

## To keep up with all things Tobermore, Find us on our Social Networks

 [@tobermore.concrete](https://www.facebook.com/tobermore.concrete)

 [@inside\\_tobermore](https://www.instagram.com/inside_tobermore)

 [@Tobermore](https://twitter.com/Tobermore)

 [linkedin.com/company/tobermore/](https://www.linkedin.com/company/tobermore/)



**Tobermore**  
2 Lishamuck Road, Tobermore  
County L'derry, BT45 5QF

T: 028 7964 2411  
[www.tobermore.co.uk](http://www.tobermore.co.uk)