



Universal Credit

Employer Information Pack

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Employees are an employer's most valuable resource, but finding the right person to join your team can be difficult, time-consuming and expensive. The Department for Communities Employer Advisers are here to help. Whether you are looking for the best of local talent or conducting a Europe-wide search, our free end-to-end recruitment service can significantly reduce the cost and effort of recruitment.

Benefits of our Services

EMPLOYER ADVISERS

Employer Advisers are based in every Jobs & Benefits office and provide a one-stop-shop for local employers to assist with recruitment needs and advice on other support and services provided by the Department for Communities(DfC). Services for employers include:

- assisting with recruitment needs, for example, candidate matching, pre-selection and referral;
- signposting to support and services provided by other government departments, for example, the Department for the Economy.

The service is available to all local employers and across all sectors.

CLIENT EXECUTIVES

Our Client Executive Team engages with large, multi-national and strategic employers to ensure they are provided with a service best suited to their needs and are able to recruit the appropriate staff at the right time.

Our Service is tailored to each employer's specific needs and can include:

- advice on recruitment needs such as job matching, sifting, arranging interviews and more
- promotion of vacancies through JobApplyNI, DfC social media platforms and network of local offices and partner organisations
- access to DfC's initiatives such as support and advice on recruiting and retaining people with disabilities

Referrals to Department for Communities Redundancy Services that include employer and employee services, redundancy clinics, benefit advice & careers advice, job matching and upskilling advice.

- information, signposting and warm handovers to other government programmes and services.

TO LEARN MORE CONTACT:

dfcemployerservices@communities-ni.gov.uk

UNIVERSAL CREDIT: INFORMATION FOR EMPLOYERS

Universal Credit is a payment for people under state pension age, who are on a low income or out of work. It replaces a range of current benefits and tax credits.

UNIVERSAL CREDIT BENEFITS FOR EMPLOYERS

As an employer you will find that Universal Credit:

- makes it easier to fill vacancies by enabling unemployed people to consider short-term or irregular work
- removes the 16 hour a week rule that may previously have led people to restrict the hours they work, leading to better flexibility
- allows existing staff to work different patterns to meet the peaks and troughs without the overheads associated with recruiting and training new staff
- enables recruitment from a wider pool of applicants.

WHAT UNIVERSAL CREDIT MEANS FOR EMPLOYERS

Having access to a more flexible and responsive workforce can help your business with the challenges of filling vacancies.

Universal Credit payments automatically adjust each month based on the real time PAYE information you report to HMRC, so it's important you report this information accurately and on time. Employees receiving Universal Credit will want to improve their circumstances, so they may ask for more

hours or for help with building their skills which in turn may benefit your business. You can find out more about Universal Credit and how it can benefit your business by visiting:

www.nibusinessinfo.co.uk/content/universal-credit-information-employers

JobApplyNI

The Department's Job Apply NI website enables employers to notify and manage their job vacancies online free of charge and is the Department's preferred method for advertising job vacancies. It will help you to fill your vacancies and allow jobseekers to find employment through the display of full and accurate vacancy information.

The Department supports employers across all business sectors by advertising jobs from entry level through to senior executive. For further information about JobApplyNI and to register and manage your recruitment needs visit:

www.jobapplyni.com

CROSS BORDER PARTNERSHIP FOR EMPLOYMENT SERVICES (CBPES)

The Cross Border Partnership for Employment Services (CBPES) Cross Border Partnership supports the cross border employer, jobseeker or worker in the border region. This support is delivered in a number of practical ways for employers including promoting vacancies, organising events and providing information and support for employers on both sides of the border. Cross Border Advisers can assist employers in cross border issues. For more information visit:

www.CBPES.com

SUPPORT IF YOU EMPLOY SOMEONE WHO IS DISABLED

The Department for Communities offers help and advice to both employers and people with disabilities about the range of specialist support available to help people start and retain a job.

You may identify someone who has the skills for your job but have questions about how their disability may affect them in the workplace – such as how they will manage the job. Work Coaches offer practical advice to help both you and the potential employee overcome any barriers to starting work.

For further information about the help and support available from the Department for Communities please visit:

www.nibusinessinfo.co.uk/content/support-if-you-employ-someone-disability

TRAINING AND DEVELOPMENT PROGRAMMES

The Department for the Economy has training, development and recruitment programmes that may be of interest to employers, further information is available:

www.economy-ni.gov.uk/articles/dfe-programmes

www.nibusinessinfo.co.uk/content/staff-training-and-development



Further Information

There is information on Universal Credit available at:
www.nidirect.gov.uk/universalcredit

Available in alternative formats



Northern Ireland
Executive

www.northernireland.gov.uk

