



## Job Description – HR Manager

Reporting to the Head of Finance & Corporate Support Services, the role of the HR Manager, is to provide a full HR operations service to the organisation while also playing a role in the successful implementation of our wider HR strategy. This role will suit an experienced HR Manager/Senior Generalist, used to working off his/her own initiative in a best practice environment.

### Key Responsibilities

- Support managers and colleagues on operational HR and employee relations matters by providing professional, accurate advice and guidance.
- Understand the business goals; build strong partnerships with managers and support their departments and growth plans.
- Provide guidance on employment policies and staff handbook, ensuring they are kept up to date and legally compliant.
- Manage HR casework including disciplinarys, grievances, appeals, probation, retirement, absence management etc.
- Provide organisation development and change management support to the CEO and Senior Management Team
- Provide guidance on talent management; L&D; and succession planning.
- Coordinate staff training programmes
- Manage performance review system and lead annual process
- Undertake proactive HR initiatives that deliver value to the business
- Ensure a comprehensive resourcing approach which promotes the IHF brand and ensures a positive recruitment and onboarding experience for all candidates
- Ensure all HR administration is kept up to date on relevant systems
- Company benefits administration
- Promote communications and company values to staff
- Responsible for health & safety matters and employee wellbeing programs
- Migration of HR records from physical files, spreadsheets etc to HR Locker

## Requirements & Competencies

- HR Degree along with CIPD Qualification highly desirable
- 5+ years' HR experience with minimum 2 at HR Manager or Senior HRBP/Generalist level
- Strong experience in HR operations, employee relations management and employment law
- Excellent interpersonal and relationship building skills
- Strong communication skills, both written and verbal
- Strong organisational and administration experience
- Competent in MS Office
- Some experience of project management and implementation and management of HRM systems desirable. Experience of using HR Locker preferred.
- Ability to multi-task and work independently
- Hands-on, flexible, positive 'can do' attitude
- Experience of developing and writing policies & procedures

## Terms and Conditions

- The annual gross salary for this role is circa €50-€55k, depending on experience and fit.
- Office base is at Irish Hospice Foundation, Nassau St, Dublin 2. We expect this to be a hybrid role as we evolve from Covid-19.
- This is a permanent, full time post with a six-month probation period.

### Other benefits include:

- 10% employer's contribution to a company contributory pension scheme (subject to a 5% employee contribution)
- Annual leave of 23 days (based on 5 day week)
- Closure of the office on Good Friday, half day Christmas Eve and time between Christmas and New Year in addition to annual leave entitlement
- Life Assurance and Death in Service benefit
- Further Education & Training support
- Travel supports (bike-to-work schemes/tax saver commuter tickets)
- A range of flexible leave policies
- Hybrid work arrangements

A complete list of all the terms and conditions will be made available to the candidate offered the role through IHF's Employee Handbook. IHF is an equal opportunities employer.

## Application Procedure

Closing date for applications is by close of business on **11<sup>th</sup> March 2022**.

- Applications by email to [recruitment@hospicefoundation.ie](mailto:recruitment@hospicefoundation.ie), under the heading: *HR Manager*.
- Applicants should submit a CV (max. 2 pages), detailing relevant experience, along with a covering letter outlining the reasons they believe they are suitable for this role.
- Applicants will be short-listed on the basis of information supplied.
- Interviews will be held between **25<sup>th</sup> and 30<sup>th</sup> March 2022**.
- Late or incomplete applications will not be accepted.
- Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, IHF may, at its discretion, select and recommend another person for appointment on the results of this selection process.

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