

<b>Job Title: HR Manager</b>	<b>Reports to: HR Director</b>
<b>Location: Dublin South</b>	<b>Job Type: Permanent (subject to probation)</b>

**Job Summary:**

Griffith College is seeking a HR Manager to manage the HR department. The role is based on the main campus on South Circular Road, Dublin 8. Reporting to the HR Director, the HR Manager will have responsibility for the day-to-day operations and enhancement of the HR department for Griffith College in Dublin, Cork and Limerick.

**Job Responsibilities:**

- Manage the day-to-day operations of the HR department.
- Manage and develop a small HR team to ensure the HR department is running efficiently.
- Work closely with the HR Director to achieve the goals of the HR department.
- Act as the point of contact for managers and staff for HR related matters.
- Provide HR support, one-to-one training and advice on employment issues to managers and staff.
- Provide compliance advice and recommendations in all areas of HR policies and protocols.
- Build strong partnerships with managers and staff in Dublin, Cork and Limerick.
- Lead a broader college team to deliver an 'employee experience' strategy.

**More detailed overview of role and responsibilities:**

- Recruitment and Selection
  - Responsible for recruitment of full-time and part-time roles from on boarding of successful candidates through to exit interviews of departing staff members.
  - Supporting and advice on the recruitment process for part time lecturing roles.
  - On boarding new hires through HR sharepoint and emails as needed.
- Line Management support
  - Work with managers to assist them in the carrying out of their people responsibilities.
  - Stimulation of Training and development at all levels within the organisation on a phased basis.
- Employee Relations
  - Guide management and staff through all HR policies, particularly those on dignity at work, discipline, grievance and mediation.
  - Involvement, as appropriate, in the above procedures.
- Management Board
  - Coordinate HR items to the weekly meetings at management board and advise the management board on all people management issues.
- Performance Management and improvement systems
  - Administering quarterly reviews.
  - Recommend ongoing enhancements to Performance Management system.
- Wellbeing
  - Establish and lead an 'employee experience' strategy across all four campuses.

- Propose various wellbeing initiatives that enhance our staff health and wellbeing, both physical and mental.
- Engagement & Retention
  - Devise and implement in collaboration with managers various initiatives that focus on enriching the opportunities for recruitment, engagement and retention.
- Quality of Service
  - Develop a strong quality of service ethos and ensure two-way communication links with all departments to the extent that each of department values the HR service.
- Culture
  - Work with board of directors and management board in defining the people culture for Griffith College.
- Compliance with employment regulations
  - Stay up to date with HR, industry trends, best practice, employment law developments and practices by attending events, webinars, reading articles etc.
  - Ensure College is compliant with its obligations under inter alia the OWTA, the Employment Equality Acts, Unfair Dismissal Acts, Industrial Relations Acts, Protection of Employees (Fixed Term Work) Act, GDPR etc.
  - Liaise with external advisors, as required.
  - Represent the College in the event of third party Hearings.
- Employee Safety, Health and Welfare
  - Organise manual handling training for all employees.
  - Ensure sufficient staff are qualified in first aid.
  - Manage suicide awareness training for College.
  - Refer staff to College counsellor, as appropriate.
  - Maintain an open door policy within the HR office.
- Staff Management
  - Lead and manage two staff within the HR team.
  - Ensure effective administrative systems are followed.
  - Efficiently manage and deploy HR software.
- Policy Development
  - Review existing policies in an ongoing manner and propose for management board modifications to same and also propose new policies where appropriate.
- Other roles and duties
  - Participate in HR committee meetings and other meetings as required.
  - Work with the payroll department on pay related matters as needed.
  - Maintain a favourable employee relations climate by advising employees and administering various HR activities.
  - Day to day general HR duties and activities including administration.
  - Any other duties that fall within the employee's capabilities.

**Minimum Education/ Experience Requirements:**

- Bachelor's degree in Human Resources. CIPD accreditation preferred.
- 5 to 7 years of working experience in a generalist role in HR, with at least 2 years' experience as a manager or supervisor.
- Strong knowledge of Irish Employment legislation and best practice HR.
- Proven ability to work independently on multiple tasks with minimal supervision.
- Ability to deal comfortably with managers, senior managers and executives.



- Excellent interpersonal skills with ability to listen effectively and respond appropriately in line with legislation, best practice and company culture.
- Strong written and verbal communication skills in English with proven problem-solving skills.
- Comfortable facilitating and presenting to groups occasionally.
- Must be legally entitled to work full time in Ireland for any employer at the time of appointment.

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith College, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Free parking facilities.
- Onsite subsidised restaurant.
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College. Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*