

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

**Job Summary:**

Griffith College are seeking an experienced HR Generalist to join the HR Department. If you are an experienced HR Generalist or Administrator looking to grow in your career and be part of transforming the HR Department, then this is the right role for you! This role has been newly created to support the HR transformation for the organisation.

Reporting to the HR Manager, the HR Generalist will support the delivery of operational Human Resources activities, HR administration as well as assist in some strategic initiatives. The role involves managing projects and tasks including all related administration.

**Job Responsibilities:**

- Support the HR Manager with the implementation of HR programmes, policies and procedures.
- Act as a primary point of contact and support to employees and managers for HR related matters.
- Deal with day-to-day general HR queries and administration from employees and managers and respond effectively and efficiently.
- Provide HR support, administration and advice on employment issues to employees and managers.
- Manage the full recruitment process and induction for multiple roles by working closely with the HR Manager, HR Generalist and hiring manager(s). This includes administration of job description, job posting, CV screening, scheduling and conducting phone, scheduling and conducting interviews with hiring manager(s), booking rooms, offering the job, reference checking, drafting contracts and obtaining relevant signatures, sending the new hire documents to complete and follow up with payroll, IT and hiring manager accordingly and any other related administration.
- Maintain and upkeep Employment Contracts for existing employees.
- Manage the probationary tracker.
- Conduct & report on exit interviews.
- Process terminations and communicate to all stakeholders accordingly.
- Support hiring initiatives, and be proactive and innovative in finding new cost effective recruiting sources and seeking talented candidates.
- Support and occasionally manage any other HR projects/ programs as needed by the business. These could be in the areas of On-Boarding, Employee Engagement, Wellbeing, Employer Branding, Performance Management, Training/ Development and HRIS training.
- Work with the payroll department on pay related matters.
- Maintain, update and create HR metrics such as recruitment, ER, disciplinary, grievance, performance, probation and other areas as needed.
- Assist in the maintenance of compliance, in all areas of company policy, with local employment legislation through continuous review of current legislation.
- Build strong partnerships with employees and managers in Dublin, Cork and Limerick.
- Organisation of activities and company events as needed.
- Maintain a favourable employee relations climate by counselling and advising employees, administering various HR activities.
- Keep abreast of current HR legislation and practices.
- Any other duties that fall within the employee's capabilities.

**Minimum Education/ Experience Requirements:**

- Bachelor's degree in Human Resources preferred. A degree in Business or a related field may also be considered.
- 5 years of progressive HR related experience, preferably in an educational institution and/ or private organisation.
- Strong knowledge of Irish Employment legislation and best practice HR.
- Proven ability to work independently on multiple tasks with minimum supervision.
- Result and detail oriented with a sense of pride.
- Maintain confidentiality and professionalism at all times.
- Strong written and verbal communication skills in English.
- Intermediate level at Microsoft Office (Outlook, Excel, Word, PowerPoint).
- Experience in updating and creating HR metrics to communicate to senior management.
- Experience in administering and using a HR Information System and HR related software.
- Meticulous detail to attention.
- Confident in dealing with issues as they arise and confident in asking for help from the HR Manager or HR Generalist when needed.
- Ability to deal with information in a confidential manner and in line with GDPR.
- Excellent interpersonal skills with ability to listen effectively and respond appropriately in line with legislation, best practice and company culture.
- Experience of working in a change environment is preferred. Proven experience working through organization transformations is an advantage.
- Proactive in approach 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.

**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/>

**Why work for Griffith College?**

- Stunning historical premises on 7 acres campus.
- Competitive salary package.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurant facilities.
- Friendly environment.

*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.*