

Job Title: HR Generalist (focus on recruitment)	Reports to: HR Manager
Location: Dublin South	Job Type: Permanent (subject to probation)

- ✓ Are you an experienced HR Administrator or HR Coordinator looking to move up in your career?
- ✓ Are you savvy at recruitment, administration and understanding different types of people?
- ✓ Do you like working in a vibrant environment close to city centre?
- ✓ Are you looking for a stable job?
- ✓ If the answer to the above questions are yes, then, this is the job for you!
- ✓ There is an exciting opportunity for a HR Generalist at Griffith College in Dublin!

Job Summary:

Griffith College are seeking an experience 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! Reporting to the HR Manager, the HR Generalist will support the delivery of operational Human Resources activities as well as assist in some strategic initiatives. The role is based on the main campus in Portobello, Dublin. It also supports the other campuses in City Centre, Cork and Limerick.

Job Responsibilities:

- Support the HR Manager and existing HR Generalist with the implementation of HR programmes, policies and procedures in line with the HR strategy.
- Act as a primary point of contact and support to employees and managers for HR related matters.
- Manage the full recruitment cycle, from beginning to end. This entails working with multiple hiring managers across the four sites. The role is responsible from when a job vacancy arises to on boarding the new hires.
- Support hiring initiatives, and be proactive and innovative in finding new recruiting sources and seeking talented candidates.
- Support the development and implementation of recruitment strategies.
- Support the HR Manager in creating and/ enhancing HR policies, procedures and initiatives.
- Provide HR support and advice on employment issues to employees and managers.
- Facilitate staff wellness programmes using current and new methods.
- 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.
- Support and occasionally manage any other HR projects/ programmes as needed by the business. These could be in the areas of On-Boarding, Employee Engagement, Employer Branding, Performance Management, Training/ Development.
- Update HR metrics on a regular basis on various trackers.
- Work with the payroll department on pay related matters including assisting the HR Manager with enhancing communication.
- Maintain a favourable employee relations climate by advising employees, administering various HR activities.
- Day to day general HR duties and activities including administration.
- Keep abreast of current HR legislation and practices by attending webinars, reading articles and such-like.
- Any other duties that fall within the employee's capabilities.

Minimum Education/ Experience Requirements:

- Bachelor's degree in Human Resources or Business or a related field. CIPD accreditation preferred.



- 3 to 5 years of working experience in HR, preferably in an educational institution.
- 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.
- Strong written and verbal communication skills in English.
- Intermediate level in outlook, word, excel and powerpoint.
- Some experience of working with graphic design programmes such as canva or willingness/ ability to learn.
- 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 organisation 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 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/>

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.