

Job Description: Human Resources Manager

Base: Bantry

Reporting to: CEO

The following description is intended to give a broad outline of the post only. It is neither exhaustive nor definitive. Duties may be altered or amended to suit the changing needs of the organisation.

The post holder will be consulted regarding any such changes. It is our policy to review job descriptions on an on-going basis.

Overall Purpose of Position

The Human Resources Manager is an integral member of the Senior Management team and is responsible for the overall leadership and co-ordination of the HR function throughout CoAction. The HR Manager is responsible for all HR services, policies and programs and for ensuring policies, procedures and practices are in line with current employment legislation and best practice guidelines. This post provides a great opportunity to make an impact both strategically and operationally across a complex and diverse organisation. This post focuses on the three areas of development, strategy and implementation of day to day HR services.

Main Responsibilities Strategic HRM

- Lead on the improvement, development and implementation of a specific HR Strategy – focusing on value add initiatives for our people agenda
- Support CoAction as an organisation in the achievement of its objectives and contribute creatively to strategy and policy development as required
- Translate HR Strategy into a HR Operational Plan with clear inputs, outputs, structures & supports to deliver on our Organisational Strategy
- Develop and manage HR processes including talent development, recruitment, internal communications, employee engagement, performance management, reward management etc.
- As a full member of the Senior Management Team, contribute in a positive and energetic manner to the overall development and future direction of CoAction and the services it provides.
- Participate in special projects & working groups as identified as critical to the role of the HR Manager, including but not limited to: attending and supporting the Employee Forum; Member of CoAction Safeguarding Committee; representing CoAction on the National Federation of Voluntary Service Providers HR Committee and attending IBEC briefings as appropriate to our sector.
- Provide ongoing coaching & support to the SMT and all other levels of management in relation to people management issues
- Risk management of HR related issues and industrial relations, ensuring compliance with policies and procedures with particular emphasis on Trust in Care, Safeguarding Vulnerable Adults, Dignity at Work, Lone Working, Disciplinary & Grievance.

Recruitment and Retention

- In conjunction with managers, manage the organisational headcount, oversee recruitment, selection and induction of employees to positions within the service, ensuring this is completed in accordance with the recruitment and selection policy and compliant with employment legislation.
- Responsible for the development of Recruitment Platforms, including Social Media to ensure we are attracting high calibre candidates, and regarded as an Employer of Choice in West Cork.
- Develop ongoing relationships with colleges, education providers, in particular CETB, UCC, MIT, WIT and the Open Training College to ensure CoAction is considered for educational placements, and to promote employment opportunities.

- Responsible for ensuring that all pre-employment activities are carried out, including reference checks, Garda clearance/police clearance, validations, work permits, visas and medical examinations.
- Ensure job descriptions and person specifications are regularly reviewed and kept up-to-date.
- Management and monitoring of the contract issuing process and reporting on same
- Develop Interview Guides and sit on Interview Panels when required
- Develop and review the CoAction Induction Program on a biennial basis or as required by changes in legislation, regulations or organisational policy.
- Development of a forward focused succession plan, identifying key personnel and impact on CoAction
- Development of knowledge capture strategies in order to facilitate between transitioning staff, i.e. due to retirement, promotion, exiting the organisation

Training and Development

- Working in conjunction with the Quality, Risk and Development Manager, to oversee the staff training and development programmes within CoAction,
- Liaising with the Quality, Risk and Development Manager in relation to the annual Training Plan to ensure compliance with all mandatory training requirements
- Responsible for providing training on HR related areas as required

Organisational Development

- Provide Coaching and Support to Managers on all HR Matters to ensure all managers are empowered and enabled to deal with the majority of the HR related matters in their area of responsibility.
- Responsible for developing, reviewing and implementing human resource policies and procedures in consultation with relevant managers and Senior Management Team and ensuring these are applied in a fair and consistent manner.
- Provide direction and support to managers and the Senior Management Team on all Performance Management issues and systems including the annual review process (DPR) and performance improvement plans and review all such processes periodically.
- Develop and maintain positive working relationships with employee representatives and maintain a positive climate in respect of employee relations throughout CoAction.
- Maintain an efficient and effective human resource administration system.
- Responsible for ensuring the current computerised human resource system, or whatever systems(s) may be introduced in the future, is maintained and up to date – ensuring records are accurate and resolving any problems as quickly as possible.
- Compile and present monthly and quarterly reports for both the Senior Management Team and the Remunerations Board Committee and other statistical information in respect of human resources as may be required.
- Provide support and guidance to managers on managing disciplinary and grievance issues and being involved as necessary, ensuring the highest standards of confidentiality are maintained.
- Ensure correct human resource procedures are followed, particularly in relation to both discipline and grievance.
- Liaise with independent occupational health in relation to matters regarding employees' health, where absenteeism levels are of concern and medical examinations are required.
- Maintaining and updating the Staff Handbook.
- Liaising with the HSE and other relevant external bodies in relation to the human resource function.

Pay and remuneration

- Review pay levels and make recommendations to the CEO on any revisions required.
- Benchmark pay and remuneration levels with other comparable organisations.

General

- Maintain the highest standards of confidentiality in all aspects relating to the human resource function.
- Deputise for the Finance Manager in their absence
- Undertake elements of payroll as required, to support the Finance function of CoAction
- Lead and motivate the HR team, fostering a culture of development
- Participate in the On-Call Rota
- Report to the Remuneration Board Committee via the CEO
- Ensure the HR Risk Register and HR element of the corporate Risk Register is maintained and kept up to date.
- Develop relevant skills and abilities by taking part in training courses as required.

As the above is not an exhaustive list of duties and responsibilities, this job description may be revised from time to time to take account of any change in requirements of the position or any duties as may be assigned by the Chief Executive.

Person Specification: Human Resources Manager

The Human Resources Manager is a member of the Senior Management Team and is responsible for the overall leadership, and co-ordination of the HR function throughout CoAction, The HR Manager is responsible for all HR services, policies and programs and ensuring policies, procedures and practices are in line with current employment legislation and guidelines.

Essential Qualifications & Experience	Desirable Qualification & Experience
<ul style="list-style-type: none"> ▪ Minimum of five years' senior human resources experience in a healthcare setting or similar; ▪ A minimum level 8 NFQ (or international equivalent) qualification in Human Resources, Health Management or comparable area of learning. ▪ Hold CIPD Accreditation, or eligibility for CIPD Accreditation ▪ Solid industrial and employee relations experience ▪ Experience serving as an advisor to a Senior Management Team ▪ Extensive experience working across multi-disciplinary teams with strong communication and relationship building skills at all levels in an organisation ▪ Experience in leading a team ▪ Track record in management of resources and budgets ▪ Proven track record in managing change and completing projects within agreed timeframes ▪ Experience of influencing staff teams and individuals at all levels <ul style="list-style-type: none"> ▪ Strong understanding of employment legislation and policy development ▪ Full Drivers Licence 	<ul style="list-style-type: none"> ▪ A level 8 NFQ (or equivalent) qualification in comparable area of learning ▪ A qualification in Employment Law. ▪ Qualification in Organisational Psychology/ Human Resources, Health Management or Organisational Development ▪ Experience within HealthCare and ideally the intellectual disability sector ▪ Experience of community development at a professional or voluntary level ▪ Experience in developing bespoke training for teams/ organisations ▪ Proven experience in developing and executing a Strategic Plan ▪ Payroll
Essential Knowledge, Skills & Competencies	

- Demonstrates solid HR leadership, collaboration, project management, problem solving, change-management and coaching skills
- Possesses the requisite knowledge, skills and attributes to manage a complex area including an ability and capacity to discharge the administrative functions of the post
- Strong understanding of Employment Legislation and ability to advise the organisation on changes
- Proven track record in people management skills with the highest standards of integrity
- Strong communication and influencing skills

- Strong IT/System skills
- Effective organisational and time management skills
- Excellent Presentation Skills
- A positive attitude & the ability to be solution focused