



CoAction
EMPOWER • SUPPORT • CARE

CoAction West Cork provides quality services to support children and adults with an intellectual disability and autism. We aim to support people to develop their unique personal gifts, strengths and talents and to live their own lives in the way that they choose.

HR Manager

30 Hours Per Week

Based in Bantry.

(Interviews for this role are provisionally scheduled to take place on July 27th)

To apply please submit:

A cover letter

- 1. Your CV**
- 2. CoAction application form**

An application form can be downloaded from www.coaction.ie

Enquiries and a copy of full description contact hadmin@coaction.ie
Job Description also available at www.coaction.ie

Closing date for receipt of applications:

Friday July 13th 2018

Post your application to HR Manager, CoAction West Cork, Slip, Bantry.
Co. Cork

Incomplete applications will not be considered.

CoAction West Cork is an equal opportunities employer.

Person Specification

Position Title: HR Manager
Based: Bantry
Reports To: CEO

Overall Position Purpose:

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

Desirable Qualifications

Qualification in Human Resources – Level 7 or equivalent Full clean Driving Licence	Employment Law Certification CIPD Membership Qualification in Organisational Psychology
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Essential Skills & Abilities

Desirable Skills

<ul style="list-style-type: none"> • Proven track record in leadership and 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 solutions focused 	<ul style="list-style-type: none"> • Strong project management skills
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Knowledge and Understanding

Desirable Skills

<ul style="list-style-type: none"> • Knowledge of the principles and practice of Human Resource Management • Strong understanding of Employment Legislation and ability to advise the organisation on changes 	<ul style="list-style-type: none"> • Proven experience in developing and executing a Strategic Plan
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Essential Experience

Desired Experience

<ul style="list-style-type: none"> • Minimum of 3 years HR Management experience in a similar role • Experience in leading a team • Track record in management of resources and budgets • Proven track record in managing change and completing projects • Experience of influencing staff teams and individuals at all levels • Strong understanding of Employment Legislation and Policy Development 	<ul style="list-style-type: none"> • 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.
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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 or 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 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 for ensuring policies, procedures and practices are in line with current employment legislation and best practice guidelines.

Main Responsibilities

Recruitment and Retention

- In conjunction with department heads and managers, oversee the 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 relationships with colleges, education providers, in particular CETB, UCC, CIT, Tralee IT WIT and the Open Training College to ensure CoAction is considered for educational placements, and to promote employment opportunities.
- Responsible for ensuring that all selected candidates undergo 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.
- Ensure job candidates receive a copy of the job description applicable to their position prior to interview.
- Advising employees in relation to their conditions of employment, ensuring each employee receives a contract of employment and appropriate documentation pertaining to their appointment.
- Develop Interview Guides and sit on Interview Panels when required
- Develop and review the CoAction Induction Program every two years or as required by changes in legislation, regulations or organisational policy.

Training and Development

- Assessment and implementation of training and development programmes in conjunction with managers and heads of service.
- Development of annual Training Plan to ensure compliance with all mandatory training requirements
- Overseeing and manage the staff training and development programme within all areas of the organisation, initiating and developing staff strategies as required, presenting these to the Chief Executive for discussion and approval.

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 and systems including the annual review process and performance improvement plans.
- Develop and maintain positive working relationships with employee representatives and maintain a positive climate in respect of employee relations throughout the service.
- 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 reports 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 medical examiner(s) 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 and pay levels and make recommendations to the CEO on any revisions required.
- Benchmark pay and remuneration levels with other organisations.

General

- Maintain the highest standards of confidentiality in all aspects relating to the human resource function.
- Lead and develop the HR team of HR Administrator and Volunteer Co-ordinator.
- Participate in the On-Call Rota
- Report to the Remuneration Committee via the CEO
- Attend and support the Employee Forum
- Member of CoAction Safeguarding Committee.
- Represent CoAction on the National Federation of Voluntary Bodies HR Committee
- 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.
- Ensure the HR element and corporate Risk Register is maintained and kept up to date.
- Project Work as required,
- Responsible for development of the Volunteer Function within CoAction
- 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.