

Dublin Simon Community: HR Officer **(<https://www.activelink.ie/node/108911>)**



HR Officer (Fixed-term 1 year)

About us:

At Dublin Simon Community, we are passionate about making home a reality. Our aim is to empower people to access and retain a home by providing housing, prevention, addiction treatment, emergency response, and other targeted interventions, through advocacy and partnership.

If you share our values and want to make a difference then apply for this role with Dublin Simon Community and join the team!

Benefits to working with Dublin Simon Community:

- 25 days of annual leave
- Social engagement and Employee recognition programme
- Progression Opportunities
- 5% matched contribution to your pension
- Paid Sick Leave Policy
- Paid Maternity Leave Policy
- Bike to Work Scheme
- Commuter Travel Tax Savers Ticket
- 1st-week Comprehensive Training

About the job:

Contract type: Fixed-term – 1 year

Working hours: 37.5 hours per week, Monday-Friday, 9am-5:30pm

Location: Office based in Dublin 7, with hybrid working options

Salary range: 33,000 – 40,000 Dependent on experience

This is an exciting opportunity for an enthusiastic and people-centred person looking to join an ambitious HR team. People in Dublin Simon Community are our greatest strength and asset.

Our HR team have accreditations such as Excellence through People gold, IBEC Keep Well Mark, Investors in Diversity Bronze level award and are recognised by IBEC in the Top 100 Companies working on Wellbeing 2024. We want you to help us build on these successes.

As a HR officer, you will help influence how we manage and develop our people practices in areas such as employee engagement, wellbeing, retention, compensation & benefits, employee relations, and implementing new legislation. You will provide advice and support to staff and managers on a range of issues. You will report to the HR manager and coordinate closely with the Recruitment, and Learning and Development teams. The HR officer will play a critical role in fostering a positive work experience for employees and managers within our organisation.

Responsibilities:

- **Employee experience:** Support onboarding and off-boarding processes, including conducting exit interviews and report creation.
- **HRIS:** Manage and maintain the HR information system (HRIS). Support the change management process of HRIS provider.
- **Employee relations:** Provide information, advice and policy guidance to line managers on a range of employee relations issues with support of HR management. Support the management of disciplinary, grievances and performance management.
- **Employee Engagement:** Assist in the creation & implementation of employee engagement strategies such as surveys, analysis, group facilitation, and engagement activities including our year-long Social Engagement calendar.
- **Payroll:** Support payroll preparation, administration and associated processes.
- **Quality standards:** Support with implementing organisational requirements for quality standards, such as the IBEC Keep Well Mark. Ensure that key administrative processes and documentation are compliant with legislation and policy.
- **HR policy:** Support the reviewing, updating and communication of HR policies in line with legislation and organisational needs.
- **Reporting:** Conduct analysis and create reports on various HR key performance indicators.
- Undertake any other reasonable duties as directed by the HR Manager.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Essential for the role:

- Minimum of 2 experience in Human Resources, Recruitment or Learning and Development.
- Excellent IT skills and experienced Microsoft Office 365 user (Teams, Outlook, Excel, MS Forms).
- Excellent organisational skills with ability to work on own initiative with a problem-solving attitude.
- Good communicator both verbally and in writing.
- Proven ability to deliver on results and meet deadlines
- Good interpersonal skills.
- Good team player
- Strong analytical ability with data and in report writing.
- Knowledge of HR practices and Irish employment legislation

Desirable for the role:

- CIPD qualification or similar.
- Experience using a HRIS and/or a payroll system.
- Experience working in the non-profit sector.
- Understanding of homeless issues in Ireland and the sectors that Dublin Simon Community operates in.

Shortlisting will be in progress throughout the period that the vacancy is live, so you may be called for interview and/or the vacancy may be filled before the closing date.

Please note that we reserve the right to offer the position to a successful candidate prior to the deadline of receipt of applications and we advise that you apply early.

If you are unsure of any of the requirements, contact the Recruitment Team on [\(01\) 6354860](tel:016354860) (Tel:016354860)

<https://candidate.hr-manager.net/ApplicationForm/SinglePageApplicationForm.aspx?cid=1543&departmentId=18975&ProjectId=144423&MediaId=4620>

Application due date: **27/06/2024**

For queries relating to this position please telephone [\(01\) 6354860](tel:016354860) (Tel:016354860)

Region

Dublin 7 / Hybrid

Date Entered/Updated

13th Jun, 2024

Expiry Date

27th Jun, 2024

Source URL: <https://www.activelink.ie/vacancies/community/108911-dublin-simon-community-hr-officer>