

The Wheel: HR Manager (Part Time) **(<https://www.activelink.ie/node/109183>)**



Position: HR Manager (Part Time)

(17 hours per week)

Office Base: Dublin & hybrid
Reports To: CEO, The Wheel

About The Wheel

The Wheel is Ireland's national association of community and voluntary organisations, charities and social enterprises. As a representative voice, we provide leadership to the charity and community sector and we advocate on behalf of our growing community of members. As a supportive resource, we offer advice, training and other opportunities to people working or volunteering in the charity and community sector.

Learn more about who we are and what we do: <https://www.wheel.ie/about-us> (<https://www.wheel.ie/about-us>)

The Opportunity

The Wheel is seeking to appoint an HR Manager on a part-time basis. The HR Manager will be a standalone role reporting to the CEO and positioned to build on current operational HR practices while promoting a happy and productive workplace.

Working as a key member of the management team the HR Manager will lead HR Operations for The Wheel ensuring continued best practice in this area. The HR Manager will have strong knowledge and experience of employment law and employee relations in Ireland. They will have problem-solving and decision-making skills and will be expected to: lead on HR policy development and implementation; oversee recruitment and resource planning; manage staff training and employee relations and ensure compliance with relevant legislation. The HR Manager will be responsible for the general HR service delivery at The Wheel while also being involved in some elements of employee engagement

Role & Responsibilities

HR Operations

- Work closely with the SMT to ensure the consistent delivery of an efficient HR service within the organisation.
- Serve as a point of contact for employees for all HR related queries.
- Provide contracts of employment and all other HR documentation to all relevant employees.
- Oversee the on-boarding of staff including office set up, training as appropriate.
- Oversee the appropriate filing and maintenance of training records and documentation.
- Oversee the implementation of performance feedback through probationary and annual review processes.
- Maintain records of maternity leave, parental leave, absences, sick leave and holiday requests.
- Oversee the off-boarding of staff including exit interviews, where appropriate.
- Maintain the Staff Handbook including all necessary staff relating policies and procedures.
- Monitor legislative developments and changes and ensure policies and procedures reflect such changes.
- Ensure the effectiveness of HR systems, policies and procedures and deliver improvements on an ongoing basis in conjunction with legislation changes.
- Provide guidance, support, leadership and advice to line managers in relation to HR best practice including Employment Law, HR Policies & Procedures and staff relations.

- Provide guidance, support and administration to line managers and employees on all aspects of employee relations issues including performance management, supervision, disciplinaries and grievances and as required.
- Oversee the organisation's Employee Assistance Programme.
- Manage relationships with our HR partner – currently Adare Human Resource Management.

Recruitment

- Support the Senior Operations Manager and other hiring/line managers in the recruitment, selection and induction of employees across the organisation (including Garda vetting, reference checking, qualification and all other required certification checks).
- Work with line managers to develop job descriptions as required.
- Ensure that managers engaged in recruiting are mindful of best practices as an equal opportunities employer.
- Participate in interviews

Health & Safety

- Implementation of Health & Safety Policy and ensuring compliance across the organisation.

General

- Work with external HR Consultant to support Organisational Development, change management and employee engagement initiatives.
- Maintain professional standards in relation to confidentiality and ethics and promote equality, diversity and inclusion in employment practices.
- Build and maintain accurate HR filing systems in compliance with GDPR.
- Co-ordinate and assist in the compilation of data and preparation of management reports.
- Promote a positive, open, friendly and professional working environment.

Person Specification

Qualifications, Knowledge & Experience

Qualifications:

- A Third-Level Qualification in Human Resources or related field (essential).
- CIPD Affiliation (desirable).

Knowledge & Experience

- Minimum 3 years' experience in a similar managerial role in a progressive HR environment, with experience in all key areas of the HR function (essential).
- An excellent knowledge of current employment legislation (essential).
- Excellent interpersonal and communication skills (essential).
- Excellent analytical skills and proven problem-solving ability (essential).
- Proven ability to work on own initiative, handle multiple priorities and deliver to deadlines; (essential).
- Proven ability to build and effectively manage interpersonal relationships (essential).
- Ability to identify and deliver HR best practice (desirable).
- Experience in the Not-for-Profit / Charity Sector (desirable).
- Knowledge and experience of HR Locker, HomeRun and Salesforce CRM an advantage.
- Good working knowledge of MS Office suite including Word, Excel and PowerPoint.
- Good administrative and business support skills with proven ability to multi-task
- Ability to forward plan and anticipate problems before they arise.
- Excellent written and verbal communication.
- Display strong attention to detail and concern for accuracy.
- Ability to work both independently and as part of a team.
- Oral communication: convincing and confident when speaking to others; comes across as welcoming and approachable in manner

Salary:

- The annual gross salary for this role will be at the midpoint of the range for Manager level posts within the Wheel. The current range is €46,098-€62,368
- Salary will be pro rata for a half time post (2.5 days per week) and paid monthly in arrears

Working hours:

- 2.5 days per week /17.5 hours per week (pro rata based on a full-time working week of 35 hours).
- Full time working hours are currently 9am to 5:30pm (and 9-4 Fridays).
- The Wheel is currently operating a Hybrid Working Pilot and hybrid working is available to all employees. With this role, there will be an opportunity to work out of the office, but attendance will be required in the office at certain key times of the week/month. These times will be agreed between you and your manager

Other benefits include:

- A 6% employers contribution to a company contributory pension scheme (subject to a 4% employee contribution)
- Annual Leave of 25 days pro rata
- Closure of the office on Good Friday, Christmas Eve and the Christmas / New Year period which comes additional to annual leave entitlement
- Death in Service benefit of four times salary
- The Wheel's Time Off in Lieu (TOIL) policy applies to this position.
- Further Education / Training investment programme
- Travel (bike-to-work schemes/tax saver commuter tickets)

Applications close 8 July 2024 at 5 pm.

For full specification and application details see: https://www.wheel.ie/jobs/hr-manager-part-time-the_wheel (https://www.wheel.ie/jobs/hr-manager-part-time-the_wheel)

Region

Dublin / Hybrid

Date Entered/Updated

26th Jun, 2024

Expiry Date

8th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109183-the-wheel-hr-manager-part-time>