

Elderwell: Office / HR Manager

(<https://www.activelink.ie/node/111858>)



he management team at Elderwell Ltd are excited to announce that we are expanding our team to help support our clients and our facilitators, in delivering therapeutic recreation to older persons in residential care settings.

This is an exciting role for someone who is highly motivated and experienced in office management, HR in the health/social care sectors and is enthusiastic to lead and support a team in the delivery of quality therapeutic recreation to our clients in residential care settings.

The Elderwell Office / HR Manager is responsible for overseeing the daily operations of our office and maintaining and developing effective internal procedures, handling employee-related issues, supporting recruitment and retention efforts, and keeping staff at optimum levels to ensure coverage of our operations.

As the Elderwell Office / HR Manager you are required to identify problems, find solutions, and nurture job satisfaction amongst our staff. The duties include communicating with management and staff, relaying important information or policy changes from upper management, and implementing incentives to enhance employee productivity.

Responsibilities include but are not limited to:

- Staff management (HR), including recruitment, induction, rostering, time off, managing cover, employee and team support, organisation of staff training, exiting procedure, disciplinary, incident / accident, safeguarding, maintenance of staff records, and implementing policies, procedures, and local legal requirements.
- Office management, including the provision of administrative duties to ensure efficient operation of the office, administration of HR processes, prepare and processing monthly rosters and timesheets, maintenance of office systems, maintenance of records, office and business administration.
- Organising the preparation of the Elderwell TR monthly program for delivery, including planning, purchasing supplies, printing, packaging, production and delivery.
- Stock management, including the maintenance of stock inventories, of the supplies for our office, TR program and facilitation staff, and their replenishment as required. This includes purchasing, organising, delivering, and collecting as is required.
- Be able to organise and host online training and meetings for other staff.
- Other associated rolls, the Elderwell Office / HR Manager will act as a Safeguarding officer and Data Protection officer for Elderwell.

Due to the nature and size of the business, Elderwell requires someone who is willing to get stuck in with all other aspects of our dynamic business. Flexibility is required as it will be necessary to perform other related duties where they may arise.

Role Requirements:

- Minimum level 7 degree in a relevant discipline i.e. – Management / HR / health / social care sector
- Prior experience in administration, leadership and management is essential
- Full clean driving license
- Knowledge and understanding of HSE policies and procedures.
- Excellent organisational, administration, report writing and IT skills
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle customers, among other tasks.
- Organisation and the ability to multitask to complete a wide variety of tasks.
- Strategic planning and implementation with a commitment to continuous quality improvement.
- Flexibility, with an ability to adjust to new tasks should company or office needs change.

- Strong interpersonal skills to interact positively with, support, manage and motivate all employees.
- Leadership ability to manage challenges and oversee employees.
- Attention to detail to ensure tasks are completed thoroughly and correctly.
- A genuine interest in promoting the wellbeing of older people in residential care.

Skills:

Initiative, Flexibility, Empathy, Time Management, Excellent communication skills, Excellent interpersonal skills, Strong leadership qualities, Excellent organisational, administrative and IT skills, Integrity

Details:

Monday to Friday - 35 hours per week (with a future possibility of remote working for some of the week.)

Our office needs to be contactable from 8:30 to 4:30 Monday to Friday – covered by at least one of the management team (phone and email)

Speciality / other training / team events are often conducted in the evenings or on Saturdays.

Once a month (currently the 2nd Monday or Tuesday of each month) an online team / support meeting is conducted – evening for 1 hour.

Travel for work is subsidised.

Salary: €35,000 - €40,000 per annum

Annual Leave: 20 days per year excluding public holidays

To apply, please email Manager@elderwell.ie (<mailto:Manager@elderwell.ie>)

Closing date: 29th November

Region

Carrigaline, Cork

Date Entered/Updated

30th Oct, 2024

Expiry Date

29th Nov, 2024

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