

Dublin Simon Community: Human Resources Manager **(<https://www.activelink.ie/node/112582>)**



Human Resources Manager

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:

- 25 days annual leave,
- 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 role:

This is an exciting role that covers all areas of a busy HR function. As part of the Human Resources team the HR Manager will support the delivery of an effective and professional HR Function to meet the needs of the organisation, its clients and employees and applying best HR practice.

The HR Manager role is integral to promoting a culture consistent with Dublin Simon values - Community, Respect and Empowerment, Excellence and Innovation, Accountability and Integrity in the best interest of the Community

Contract: Full-Time Permanent.

Location: Dublin City.

Working Hours: 37.5 hours per week, Monday-Friday.

Salary: 50,000.

Responsibilities:

- Management and leadership of the HR Team with a people experience and customer service mindset.
- Supporting our HR strategies with the overall goal to support the organisation to meet its objectives.
- Managing HR systems and processes and ensuring efficient HR operations.
- HR compliance ensuring the organization adheres to Irish employment laws, Codes of Practice, and regulations.
- Developing and maintaining HR policies and procedures to ensure consistency and fairness in line with Irish employment law, employee wellbeing, best practice, and organisational need.
- Creating and implementing strategies to retain top talent and reduce turnover and increase employee retention.
- Leading and coaching on employee relations, addressing employee grievances, fostering a positive work environment;

where necessary manage complex cases, such as disciplinary grievances and appeals in line with organisational policy and best practice.

- Lead on engagement activities, including engagement surveys, focus groups and implementing agreed action plans, social and recognition activities.
- Contribution to cross-organisational working groups and strategic projects as required.

Essential for the role:

- At least 5 years experience in HR
- At least 2 years management experience
- A recognised qualification in HR
- CIPD Membership
- A thorough knowledge of HR in practice
- Up to date knowledge of Irish Employment Legislation
- A clear, approachable, and friendly communication style
- Excellent written, presentation and communication skills
- Strong customer service orientation
- Strong credibility, and ability to influence at a senior level with strong stakeholder management skills
- Excellent IT skills, ability in all Microsoft applications, and experience using a HRIS
- Strong analytical and project management skills, proven ability to design clear processes, and a very detail-oriented yet flexible approach to problem solving
- Ability to work under pressure and respond quickly to changing priorities
- Ability to use data to support decision making and drive engagement from key stakeholders
- A coaching and mentoring mindset

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

<https://candidate.hr-manager.net/ApplicationForm/SinglePageApplicationForm.aspx?cid=1543&departmentId=18975&ProjectId=144499&MediaId=4620>

Application due date: **20/12/2024**

For queries relating to this position please telephone **(01) 635 4860** (<https://Tel016354860>)

Region

Dublin City

Date Entered/Updated

6th Dec, 2024

Expiry Date

20th Dec, 2024

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