

HR Manager

Part Time- 2.5 days a week

At Osborne, we believe in making a difference by connecting exceptional talent with meaningful opportunities. We are proud to announce our partnership with a leading mental health organization as we embark on the search for a dedicated and compassionate HR Manager. This is a part-time permanent position and it's an opportunity to contribute to the vital field of mental health services.

The Human Resources Manager will lead out on all HR activities including recruitment, policy development, employee relations, staff engagement, remuneration, performance support, and other key HR functions. This is a new role within the organisation and will form an integral part of the Senior Managements Team structure.

The duties of this role include:

HR Operations & Employee Relations Support:

- Provide proactive HR support and guidance whilst ensuring compliance across all areas of employment law and HR.
- Management of employee relations issues in line with HR policies, legislation, and best practice.
- Provide proactive HR advice on policies and procedures to managers and employees.
- Lead out on the provision of support to management regarding staff performance related issues and general employee relation issues.
- Supporting line managers in relation to absence management ranging from scheduling occupational assessments to collating absence metrics.
- Manage, continuously review and develop all HR policies and procedures ensuring compliance with legislative requirements and best practice.

Recruitment:

- Drive the talent acquisition processes to meet clients operational needs.
- To support the wider team with the end-to-end recruitment life cycle, e.g., preparation of recruitment packs, shortlisting, interviewing, completing pre-employment checks and other relevant recruitment support, as required.

HRIS, Reporting and Administration

- Maintain accurate employee records on local systems.
- Ensure HR employee and time and attendance-related systems are accurately maintained.
- Support management and employees with queries as and when they arise.
- Undertake any ad hoc HR responsibilities and projects as they arise.

Strategic HR

- Drive the HR people strategy through valuable contributions and assistance on various initiatives.
- Identify and address employee development needs through developmental assignments and appropriate learning interventions in conjunction with other managers.
- Support and facilitate organisational change initiatives.
- Support and implement employee engagement initiatives that promote health and wellness, diversity and inclusion, and a people-centric culture.
- Support, drive and implement comprehensive performance management systems across the Organisation, including identifying key competencies, knowledge and talent strengths and gaps on teams including the design, development and implementation of succession

planning programs, learning initiatives and other strategies to encourage career growth, engagement, alignment and retention.

- Provide guidance and leadership to develop and maintain a strong organisational culture defined and driven by the clients mission and values.

These duties are a general guide to the responsibilities of the HR Managers role. They are neither definitive nor restrictive. The post-holder may be required to undertake other duties commensurate with the post.

The successful candidate will need the following qualifications, experience and skills to meet the demands of the role:

Qualifications

- A primary degree, in Human Resources or related discipline and CIPD qualification
- Ideally Post-graduate Diploma in HR / Employment Law / Employment Law Diploma Law Society and / or MBA

Experience

- At least 7 years relevant HR / Employment Law Experience within a busy HR environment
- Exposure to a broad range of HR initiatives and employee relations issues
- Strong knowledge of Irish employment law, employee relations and HR practices
- Strong knowledge of Strategic HR initiatives
- Experience of the not-for-profit sector is desirable.
- Knowledge and experience of mental health challenges as they arise in the workplace

Skills

- Ability to effectively prioritise multiple competing priorities and deliver high-quality solutions and advice.
- Strong relationship-building, relationship management and interpersonal skills that will enable the development of strong rapport.
- Track record of achievement in a similar role
- Ability to communicate in all forms (including written skills, presentation skills, listening and interpersonal) and manage relationships with internal and external stakeholders.
- Strong attention to detail and excellent project management skills
- Excellent IT skills
- Ability to work to challenging deadlines and manage a varied workload with minimal supervision.
- Ability to analyse complex organisational challenges and present innovative solutions to these challenges.
- Self-experience of mental health challenges desirable
- Ability to apply an empathetic approach to mental health challenges in the workplace

If you are passionate about mental health advocacy, possess the required qualifications and experience, and are ready to make a difference, apply with your resume to emma.wilde@osborne.ie or call 00353 41 9865058 for more information.