

**Human Resources Generalist
Job Specification & Terms and Conditions**

Job Title and Grade	Human Resources Generalist, Grade V
Closing Date	29 th April 2024 at 3pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent Contract
Salary Scale	Grade V Salary Scale, €49,210 - €58,869
Working Hours	Hours of attendance will be fixed from time to time averaging 35 hours gross per week
Annual Leave	30 days annual leave pro rata.
Reporting Relationship	The person appointed to this position will report to the HR Employee Relations Lead.
Purpose of the Post	<p>Oberstown Children Detention Campus (Oberstown) is in search of an experienced HR Generalist who will be responsible for applying the required knowledge and human resources expertise. He or she will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of the organisation by co-ordinating and supporting the HR processes of recruitment, probation, performance management, absence management, employee relations and HR best practices while facilitating a positive relationship between the HR Office and senior management and employees.</p> <p>Key Activities:</p> <p>The HR Generalist will be responsible for administrating a range of Human Resources activities including recruitment and selection, absence management, performance management and probation, policies and procedures, general HR administration. The post holder will work closely with the HR Employee Relations Lead to maintain high standards of the HR Office and to ensure consistent support for the campus.</p>
Principal Duties and Responsibilities	<p>The position of HR Generalist encompasses both supervisory and administrative responsibilities which include the following:</p> <ul style="list-style-type: none"> • Deliver best practice HR service to employees and managers within the campus. • Manage the recruitment lifecycle from the preparation of job descriptions, application forms and advertising of roles, organisation of interviews, pre-employment checks and issuing of contracts of employment. • Participate in interview panels and providing advice to interview panels on the day of interview. • Assist, as required, the Finance Department in the preparation of payroll for new staff and leavers and ensure increments and deductions are completed in a timely manner. • Monitor sickness and other unplanned absence and coach line managers in managing absence. • Liaise with the Occupational Health provider ensuring effective service delivery.

- Manage probation administration and ensuring up-to-date probation has been completed by each Line Manager while ensuring compliance with probation processes.
- Answer phones, deal with queries from employees and the public and redirect as appropriate.
- Attend meetings as required and ensure HR support is being provided and that HR is on the agenda.
- Maintain accurate HR filing systems on computer and in hard copy and assist with HR audits of files, while ensuring that HR are complying with data protection regulations.
- Obtain quotations, analyse and prepare business cases as requested for relevant areas of HR.
- Assist with Parliamentary Question responses and prepare HR content for the Campus Senior Management Team (CSMT) update meetings.
- Provide assistance with events or elections including preparation of correspondence, notifications, publications and promotional materials and delivery of presentations when required.
- Contribute to the annual report, corporate plans and business plans.
- Contribute to and provide support to external audit processes, e.g., HIQA, ISO as they occur
- Participate fully in any cross functional initiatives from time to time.
- Keep all HR policies and procedures and the Oberstown employee handbook up-to-date and monitor staff compliance with all policies and procedures, including sick leave and unpaid leave.
- Proactively identify new methods and establish / update procedures to make daily operations more efficient.
- Oversee the HR Information Systems and run reports as necessary.
- Monitor annual leave across the campus ensuring statutory and operational requirements are being met.
- Oversee the Performance Management and Development System (PMDS) across the campus.
- Provide guidance and support to line managers on the application of policies and procedures.
- Report regular HR metrics.
- Ensure high standards are maintained in the HR Office, promote Oberstown's values through example and develop good working relationships with all employees.
- Liaise with Health and Safety and Campus Support Services as necessary.
- Maintain confidentiality of the HR Office.

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate

	<p>to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.</p> <p>Confidentiality In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.</p>
<p>Professional Knowledge & Experience</p>	<p>Essential skills and competencies: Successful candidates will demonstrate:</p> <ul style="list-style-type: none"> • Excellent planning, organisational and time management skills to deliver the best possible results. • Ability to work to multiple deadlines and with multiple projects. • Ability to effectively deal with a wide range of information sources, investigating all relevant issues. • Capable of clear and articulate communication in both verbal and written format. • Is able to modify communication approach to suit the needs of the audience. • The ability to work as a team player within a dynamic and continuously changing work environment • Meticulous attention to detail. • The ability to work effectively under time and delivery pressures • The ability to work on own initiative and independently. • Capacity to own tasks and determination to see them through to a satisfactory conclusion • Understanding of HR best practices and Irish employment legislation • Ability to influence , coach and motivate colleagues • Sound judgment and problem-solving skills • Resilient and able to deal with conflict, solving problems as they occur • Customer-focused attitude, with high level of professionalism and discretion <p><i>This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.</i></p>
<p>Eligibility Criteria Qualifications and/or experience</p>	<p>Qualifications: Essential: Third level qualification in Human Resources or equivalent with 5+ years’ relevant experience.</p> <p>Knowledge/Experience Essential:</p> <ul style="list-style-type: none"> • At least 5 years’ experience in a fast-paced HR environment • Experience using the full MS office suite

	<ul style="list-style-type: none">• Experienced drafting and implementing policies and procedures as well as providing guidance and support to line managers on the application of policies and procedures.• Experience of full HR lifecycle management inclusive of strategic and administrative components• Experience of employee relations and grievance/disciplinary procedures• Experience of managing multiple deadlines and projects• Demonstrates a high level of flexibility and openness to change• Working and up-to-date knowledge of employment law• Experience of managing absence <p>Desirable:</p> <ul style="list-style-type: none">• Knowledge of recruitment processes• Experience of participating in interview panels• Experience of managing external stakeholder relationships• Knowledge of Softworks (Softworks is a Time and Attendance system)• Practical knowledge of performance management system• Practical experience of coaching employees
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