

HR Administrator



Location:	Hybrid working across Leinster region, with office attendance required
Reporting to:	HR Manager/Director of Corporate Services
Contract:	Permanent, Subject to a six month probationary period
Salary Range:	€28,000 - €35,468 pro-rata
Hours:	37.5 hours per week over 5 days
Leave:	26 days per annum pro rata
Pension:	Available on completion
Travel:	The post requires a valid driving license and the use of a car for business purposes. Expenses policy applicable
Head Office:	Phoenix House, Castle Street, Dublin 2

The Organisation: Circle Voluntary Housing Association was set up in 2003 and is a leading provider of social housing in Ireland. Our vision is to make a real difference by delivering quality homes and innovative integrated housing solutions to individuals and families in Ireland. We are passionate about our people and the delivery of a tenant first service.

Our team members are the secret element of our success. Their experiences, competencies, values, knowledge, and perspectives are greatly valued and have significantly contributed to Circle delivering over **2,500 homes**. They deliver services to **over 5,000 people** and help **create thriving communities**.

We are dedicated to finding the right people who embrace our purpose, vision, and values. In return we will support you to learn, grow and excel in an exciting, flourishing, diverse organisation. We are committed to fostering an inclusive and collaborative work environment, which values every person who works with us and all of those who live in our homes and communities.

Reflecting the growing diversity of the communities in which we work, we welcome applications from people of all cultures, nationalities, genders, members of the LGBTQ+ community and any background traditionally marginalised in society.

The Role:

The role of the HR Administrator is to provide confidential and professional support to the Human Resource Department and employees in Circle VHA. They will be the first point of contact for all general HR queries, provide high quality administrative services and will be responsible for ensuring the smooth running of the department. The successful candidate will have strong organisational skills, attention to detail, and a passion for providing excellent support to employees and stakeholders.

Key Responsibilities

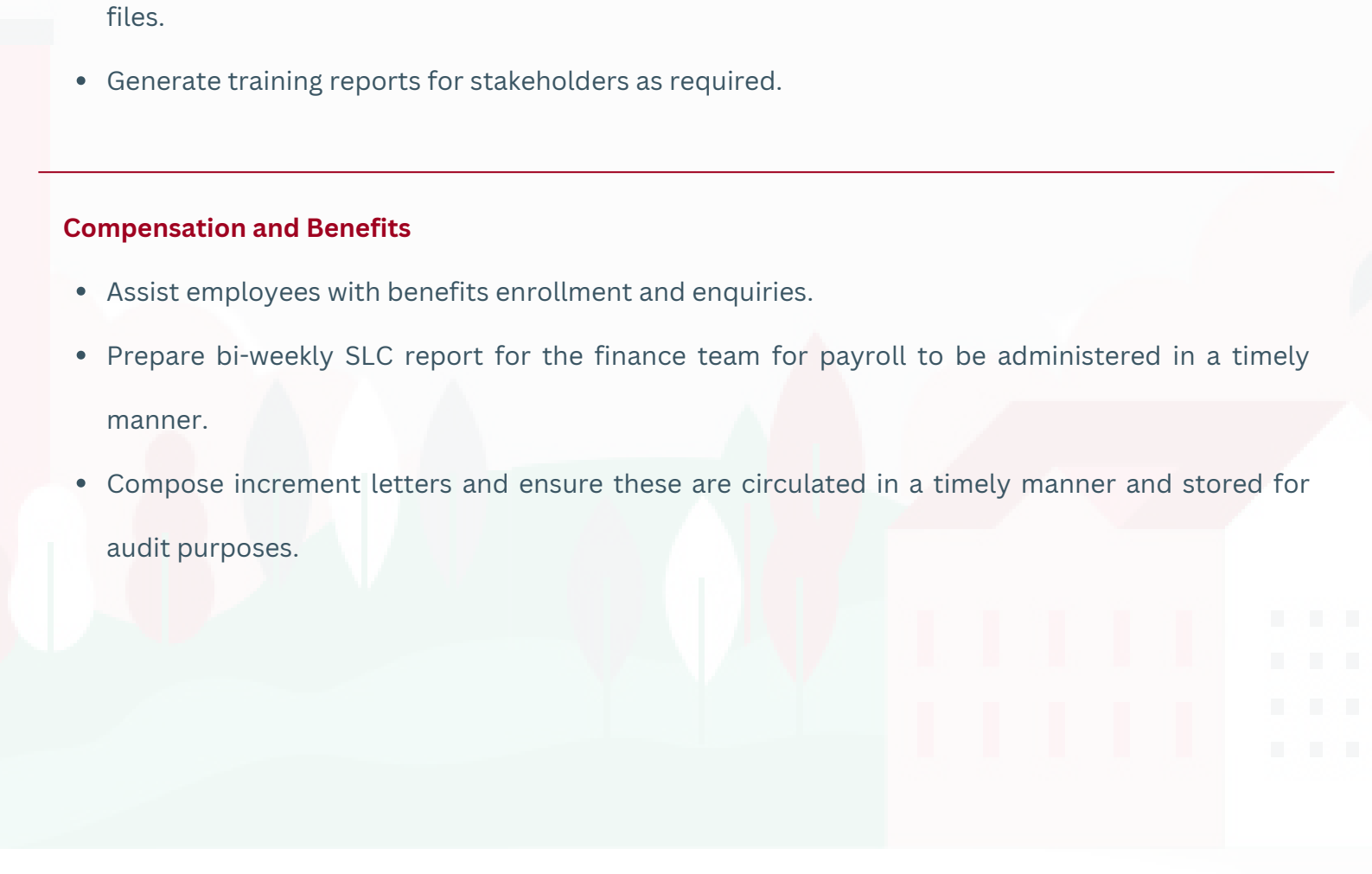
Recruitment Administration:

- Provide administrative support with all aspects of the recruitment and selection process.
 - Collaborate with management to develop recruitment material, including job descriptions and interview questions.
 - Advertise roles on relevant platforms and job boards, and schedule and conduct interviews with management.
 - Facilitate the onboarding process for new hires in Circle VHA.
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Training Administration:

- Collaborate with management to identify training needs and develop training programmes.
 - Coordinate the annual training plan for employees and arrange logistics, including scheduling, communications and venue booking.
 - Ensure mandatory training records are kept up to date, both electronically and on personnel files.
 - Generate training reports for stakeholders as required.
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Compensation and Benefits

- Assist employees with benefits enrollment and enquiries.
 - Prepare bi-weekly SLC report for the finance team for payroll to be administered in a timely manner.
 - Compose increment letters and ensure these are circulated in a timely manner and stored for audit purposes.
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Records Management:

- Maintain accurate employee records in line with GDPR legislation.
 - Utilise the HR system to ensure up to date employee records, including training records and performance reviews.
 - Ensure that staff performance reviews are recorded accurately and assist management with these reviews.
 - Conduct quarterly audits of HR files and follow up on any missing documentation in a timely manner.
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General Administration:

- Provide administrative support to the HR Department, including scheduling meetings, managing calendars and preparing documents.
- Assist in processing of staff administrative requests including: statutory leave, statements of employment and confirmation of salary letters.
- Respond to all employee queries in a timely manner.
- Participate in creating any new policies and procedures and ensure they are communicated and adhered to across the organisation.
- Lead, organise and positively contribute to internal and external meetings as required.
- Develop and implement HR strategies and initiatives that contribute to the objectives of the organisation.
- Maintain an up to date knowledge of all relevant HR legislation and best practice.
- Participate in ad-hoc projects as requested, including minute taking.
- Generate Staff ID cards and business cards as required.
- Ordering of office equipment and PPE and raising of Purchase Orders as required.
- Arranging of VDU Assessments and all relevant follow-up for employees.

Person Specification

Education and Work Experience	Essential	Desirable
Diploma in HR Practice or similar discipline business studies etc.		✓
Membership of CIPD	✓	
Minimum of 1 years experience working in a busy HR Department	✓	
Experience of working in the area of Social Housing sector		✓
Key Knowledge and Skills	Essential	Desirable
Ability to prioritise work to deadlines and meet targets	✓	
Excellent IT skills and familiar with all Microsoft Packages (SharePoint/Teams)	✓	
Strong attention to detail	✓	
Excellent Customer Service skills	✓	
Ability to build and manage good working relationships with internal and external stakeholders	✓	
Excellent organisational skills and experience in working in a busy and varied environment	✓	
Shows initiative and maintains flexible approach to their work	✓	
Good problem-solving skills	✓	
Ability to form and maintain good working relationships at all levels, both internally and externally	✓	
Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant stakeholders	✓	
Problem-solving skills, analytical thinking, and the ability to identify and implement solutions.	✓	
Full clean and unrestricted driving license valid for use in Ireland with access to a vehicle		✓

This job description is not restrictive and will be subject to periodic review.

Employee Benefits



26 days of annual leave



Increased annual leave entitlement with length of service



Paid sick leave



Annual salary increments



Company Pension Scheme



Hybrid working options



Death in Service Benefit



Personal Milestone Gifts



Further Education Assistance



Employee Assistance Programme



Paid maternity leave



Paid adoption leave



Paid paternity leave



Early miscarriage leave



Fertility Leave



Additional parents leave payment



Tax Saver Commuter Tickets



Bike to Work scheme

Some benefits subject to T&C's*

