



**Role: HR Manager**

**Location:** Agile working, with access to Head Office at Phoenix House, 32-34 Castle Street, Dublin 2

**Reporting to:** Director of Corporate Services

**Contract:** Permanent – subject to a 6-month probationary period

**Salary:** Scale starting at €63,000 dependent on experience

**Grade:** 4

**Probation:** 6 months

**Hours:** 37.5 hrs per week worked over 5 days

**Leave:** 25 days per annum

**Pension:** Employer Contributory pension available at completion of probation

**The Organisation**

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

**Role Overview:**

The HR Manager plays a crucial role in managing the full spectrum of human resources functions within the organisation. This position is responsible for providing strategic and operational support to various HR functions, including talent acquisition, employee relations, performance management, training and development, HR compliance, and benefits administration. The HR Manager works closely with management and employees to ensure a positive and productive work environment, promoting

employee engagement and driving organisational success. The HR Manager will drive an employee-orientated, high-performance culture that emphasises Circle VHA values

### **Key responsibilities:**

#### **Talent Acquisition:**

- Provide strategic staffing and recruitment consultation to managers and the Leadership Team, with an organisational development perspective.
- Advising the hiring manager throughout the recruitment cycle

#### **HR Projects and Initiatives:**

- Participate in HR-related projects and initiatives to enhance HR processes and practices.
- Support change management efforts and organizational development initiatives
- Manage, support, and assist with organisational events as relevant to the role

#### **Training and Development:**

- Work closely with coordinators, managers, and the Leadership Team to conduct training needs analysis for all departments.
- Collate and monitor the annual training and development plan for employees and management signed off by the leadership team.
- Facilitate workshops and training on HR related policies, procedures and best practice for employees and management as required.

#### **HR Compliance:**

- Stay up to date with relevant employment laws and regulations, ensuring HR practices comply with legal requirements.
- Maintain accurate and confidential employee records, ensuring data integrity and security.
- Prepare and submit required HR reports and documentation, as necessary.
- Development & implementation of policies & procedures when required or to adapt to legislative changes.

#### **Reporting**

- Prepare and present regular HR metrics and reports to senior management, providing insights on key HR trends and issues.
- Develop and maintain HR dashboards, using data analytics to drive strategic decision-making.
- Generate ad-hoc reports as requested by management or to support HR-related audits.

#### **Performance Management and Probation Reviews:**

- Monitor performance management system metrics and report as appropriate.
- Provide advice on best practice around managing performance as required.

#### **Compensation and Benefits:**

- Be the point of contact for all general HR / Payroll queries
- Assist with benefit inquiries, enrolment, and claims resolution.
- Collaborate with benefits providers and brokers to optimize benefit offerings and costs

- Timely reviews of Circle compensation and benefits structure assessing fit for purpose and benchmarked against other AHBs (Approved Housing Bodies).
- Liaise with finance on all payroll matters
- Prepare bi-weekly SLC report for the finance team for payroll to be administered in a timely manner.
- Sign off on increment letters and ensure these are circulated in a timely manner and stored for audit purposes.

**HR Systems:**

- Monitor the Confidentiality, Integrity, Availability and Accuracy of the HR systems,
- Provide training and support on HR Systems to employees and managers.
- Review on a regular basis the HR systems to ensure they are fit for purpose.

**Employee Relations:**

- Act as a trusted advisor to the company, providing guidance and support on HR-related matters.
- Promote a positive and inclusive workplace culture through effective communication and conflict resolution

**People Management:**

- Act as the line manager for the HR Administrator and any other personnel as the HR department continues to develop.
- Ensure clear objectives are set for employees and that one to one/team meetings are conducted on a regular basis.
- Schedule performance reviews, training and development for HR employees as required.

**Working Groups:**

- Represent Circle VHA HR at internal and external meetings including (not an exhaustive list): Remuneration and Nominations Committee, Health and Safety Committee and Housing Alliance Working Groups
- Prepare and circulate all relevant reports, proposals and papers for groups as required
- Actively participate in all meetings

*The above responsibilities are not intended to be an exhaustive listing. You may be expected to undertake reasonable tasks as necessitated by your role within the organisation and the overall business.*

**Person Specification:**

Candidates must illustrate they fulfil the following criteria.

	<u>Essential</u>	<u>Desirable</u>
<b><u>Education and Work experience</u></b>		
• Minimum of 3 years' work experience in a senior HR role	√	

<ul style="list-style-type: none"> <li>• Knowledge of HR practice and legislation with solid employee relations experience.</li> </ul>	√	
<ul style="list-style-type: none"> <li>• HR qualification to degree level</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Membership of CIPD</li> </ul>		√
<ul style="list-style-type: none"> <li>• Holder of Belbin Accreditation</li> </ul>		√
	<b>Essential</b>	<b>Desirable</b>
<b>Key Skills</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Ability to build excellent working relationships with internal and external stakeholders.</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Highly organised and ability to manage conflicting priorities</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Excellent IT Skills- MS Word, Excel, Outlook, PowerPoint, and Visio</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Strong experience of operating a HRIS system including the creation and generation of monthly reports is a distinct advantage.</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant stakeholders</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Strong analytical and reporting skills</li> </ul>	√	
<ul style="list-style-type: none"> <li>• A flexible and facilitative approach to work</li> </ul>	√	
<ul style="list-style-type: none"> <li>• Ability to anticipate, prevent and resolve</li> </ul>	√	

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