



# HR Generalist

Circle VHA are proud members of INAR - The Irish Network Against Racism

## Role Overview:

The HR Generalist is a key role that supports the Human Resource Manager across all the People Processes involved in an employees employment lifecycle.

The role requires exceptional accuracy and attention to detail, with previous experience of HR Administration, HRIS and compliance an advantage. The role is instrumental in fostering a positive and supportive working environment for employees of Circle VHA, promoting high levels of employee engagement and driving organisational success.

**Location:** Hybrid Working, Circle VHA Head Office, Phoenix House, 32-34 Castle Street, Dublin 2

**Reporting to:** HR Manager

**Contract:** Permanent, subject to successful completion of a six-month probationary period

**Salary Range:** €35,800 - €53,500 per annum depending on skills, qualifications and experience

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

**Annual Leave:** 26 days pro rata

**Pension:** Employer Contributory pension available after completion of probation period

**Travel:** Expenses policy applicable

**To Apply:** Please email an updated CV and short cover letter outlining your experience to [recruit@circlevha.ie](mailto:recruit@circlevha.ie)

**Closing Date:** 5pm Monday 31<sup>st</sup> March 2025

**Interviews:** Week commencing 7<sup>th</sup> April 2025



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## 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. We at Circle VHA are an equal opportunities employer.

## The Role

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## **Key Responsibilities**

### **HR Systems & Technology**

- Assist in the implementation and enhancement of HR systems, ensuring efficient automation of HR processes.
- Maintain and manage HR data integrity, ensuring accuracy and security in line with GDPR and best practices.

### **Diversity, Equity & Inclusion (DEI)**

- Support and contribute to diversity, equity, and inclusion programs, ensuring HR policies and practices align with DEI principles.
- Assist in tracking and reporting DEI metrics and identifying areas for improvement.

### **Workforce Planning & Succession Management**

- Assist in identifying future talent needs and work closely with managers on workforce and succession planning.
- Provide employees with guidance on career progression opportunities within the organisation.

### **Health & Well-being Initiatives**

- Contribute to mental health and well-being initiatives, ensuring a positive work environment.
- Assist with absence tracking, return-to-work interviews, and identifying trends to improve employee attendance.

### **Change Management & Organisational Development**

- Assist in managing change initiatives, including restructures, policy changes, or cultural transformation projects.
- Work with leadership to continuously improve employee engagement and workplace culture.

### **Administration & Compliance**

- Maintain accurate employee records, ensuring compliance with Irish & EU employment legislation and internal policies
- Assist in conducting audits to ensure compliance with employment legislation, data protection regulations and internal procedures

### **Employee Relations**

- Act as a point of contact for employee inquiries and concerns, providing general HR guidance and support to all staff
- Assist Management and staff in resolving workplace issues through effective communication and conflict management strategies.
- Ensure grievance and disciplinary procedures are conducted fairly and in compliance with employment legislation.
- Support managers in fostering a culture of inclusive and open communication

### **Talent Acquisition**

- Support HR and Hiring Managers through the full recruitment lifecycle, including building good relationships with hiring managers to understand their needs
- Facilitate the induction and onboarding process for new hires, ensuring a smooth transition into the Circle VHA.
- Champion employer branding initiatives to attract top talent.

### **Performance Management**

- Assist Circle VHA in the completion of the internal performance management system including providing information on issues arising.
- Support in designing and implementing performance improvement plans (PIPs) for underperforming employees.

### **Compensation & Benefits**

- Along with the HR Manager, communicate our company benefits and assist staff with inquiries, enrolment and claims processes.

### **Training and Development**

- Assist the HR Manager to identify skills gaps through performance evaluations and employee feedback.

- Support and monitor the annual training and development plan for employees and management.

### Reporting

- Prepare HR reports and dashboards for senior leadership, offering insights on turnover, engagement, and workforce trends, providing actionable insights on same

### Other

- Contribute to cross-functional projects as and when required
- Stay informed of HR trends and best practices, applying them to organisational needs

### Key Competencies

- Administration & Organisation
- Communication
- Attention to Detail
- Relationship Building and Customer Service
- HR Policy and Compliance
- Data Management
- Problem-Solving

### Person Specification

Candidates will be shortlisted based on illustrating in their CV and cover letter that they fulfil the criteria required for the role.

Education and Work Experience	Essential	Desirable
Relevant third level HR qualification or equivalent	✓	
2 years minimum working in a HR role	✓	
CIPD qualified		✓
Key Knowledge and Skills	Essential	Desirable
Demonstrable understanding of the stages of the employee lifecycle and experience in HR / People processes	✓	
Demonstrable experience of generating various KPI reports	✓	
Ability to prioritise, work to deadlines and meet targets	✓	
Ability to form and maintain good working relationships at all levels, internally and externally	✓	
Ability to take responsibility, working independently and flexibly	✓	
Excellent organization & communication skills	✓	
High level of written English, including ability to write and present reports	✓	
Proficient use of IT packages, including Microsoft Word and Excel while having experience using a HR system.	✓	

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\*

