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| **Job Title** | HR Manager |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | CEO of NTDC |
| **Reporting Staff** | No direct Reports, indirect Reports for the Finance & Administration Team  |
| **Location of Post** | Thurles and Nenagh Municipal Districts  |
| **Closing Date for Applications** | 2.00pm on Tuesday 11th February 2025  |
| **Benefits offered by NTDC** | **Salary:** Competitive salaries in line with those in the public service. **Travel expenses:** Travel expenses are reimbursed at public service rates.**Annual Leave:** 25 days annual leave.**Pension:** Contributory pension benefits for long term staff.**Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice and supervision. **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# PROGRAMMES

NTDC has grown significantly, and now directly employs over 80 people and 150 participants through supported employment programmes across a range of programmes in the North Tipperary area. Staff work delivering the following main programmes.

* Ascend Domestic Abuse Service
* Roscrea Youth Services – UBU, IYJS, Family Support, Youth Counselling
* LEADER, RDP 2024 - 2028
* SICAP 2023 – 2028
* New Arrivals Programme
* Traveller Programme
* Childcare Services
* Local Area Employment Service
* DSP Employment Programmes – Tús/RSS & Community Employment
* Meals On Wheels Services

# THE ROLE AND PURPOSE OF THE JOB

The HR Manager will be responsible for Human Resource and related Functions within NTDC:

* To ensure a high-quality delivery of HR policies, procedures and practices, ensuring compliance with employment and other relevant legislation and regulatory requirements
* To liaise with all relevant stakeholders to develop and support a HR Strategy, deliver Strategic HR Initiatives and key HR Interventions in line with the Company’s objectives and to ensure that all appropriate employee policies are in place.
* To promote a positive work environment where all employees are treated with dignity and respect and are supported to achieve their potential within their job roles.
* To oversee the ongoing development and implementation of other key organisational policies and practices including Health & Safety, Data Protection and Confidentiality and ensure they are in line with best practice and legislative requirements.

# CORE DUTIED AND RESPONSIBILITIES INCLUDE:

**Recruitment and Retention**

In conjunction with the CEO and the HR Committee, the HR Manager is responsible for the recruitment, selection and induction of employees to positions within NTDC, ensuring these processes are completed in accordance with NTDC recruitment and selection procedures and within employment legislation.

* To oversee the assessment of staffing needs within all areas of the organisation, initiating and developing staff strategies as required, and making recommendations to the CEO as appropriate.
* To ensure job descriptions, person profiles, terms and conditions, etc., for all positions are regularly reviewed and kept up to date,
* To ensure that candidates receive a copy of the job description applicable to the position prior to interview.
* To ensure that that all selected candidates undergo reference checks, Garda / police clearance / vetting, validations, work permits, visas and premedical questionnaires, as appropriate.
* To take direct responsibility for aspects of the recruitment process which are particularly sensitive including Garda vetting/ Police clearance and medical clearance.
* To ensure that all selected appointees receive a letter of appointment, contract of employment and appropriate documentation pertaining to their appointment.
* To work with the CEO and relevant team leaders to develop and implement a programme of induction relevant to each role and ensure that a record of completion is retained on the employee’s file.
* To organise and carry out exit interviews as appropriate.

**Professional Practice and Development of Staff**

To work with the CEO, Managers, Programme Coordinators:

* To identify and implement training programmes to support the ongoing professional development of staff.
* To oversee the development and implementation of systems for the ongoing monitoring and development of staff performance.
* To provide training, guidance and support as required for team leaders to assist them in monitoring staff performance, addressing deficits, and carrying out performance reviews.
* To ensure that all staff reviews are carried out in a timely manner and in accordance with NTDC policy and best practice in the sector.
* To provide support and guidance to Managers, Coordinators and Supervisors relating to human resources, in particular, employee relations’ issues.
* To deal with discipline and grievance matters as required, ensuring the highest standards of confidentiality are maintained.
* To keep the CEO appraised of any HR risks to the Company.

**Promote Positive Working Environment**

* To promote and maintain positive working relationships and appropriate structure with employees and their representatives and maintain a positive climate in respect of employee relations throughout NTDC.
* To implement employee assistance initiatives as agreed with the CEO & HR Committee.
* To oversee the implementation of the Dignity at Work policy of NTDC, working to ensure compliance and address any non-compliance.
* To work with the management team to implement strategies which support career pathways and progression within NTDC including pathways for employees on DSP employment programmes.
* To play a lead role in initiatives aimed at promoting and supporting positive working relations, cohesion and teamwork across the organisation.
* To put supports in place to assist employees who are reaching retirement age to plan for their retirement.

**Human Resources Systems**

* To maintain an efficient and effective human resource administration system, ensuring that there is no delay in issuing contracts and other human resource requirements.
* To maintain and update an Employee Information Table and agree the format of same with the CEO.
* To manage the HR locker software system for all employees, ensuring that data is up-to-date and accurate.
* To track annual leave, sick leave, Time Off In Lieu (TOIL) on HR Locker and ensure that this is consistent with monthly timesheets submitted for approval.
* To liaise with the Payroll Officer in relation to new recruits, changes to monthly payments/contracts and other adjustments for example.
* To maintain all human resource record systems, monitoring employee entitlements within the organisation to ensure these are met and not exceeded.
* To compile and present reports and statistical information in respect of human resources as may be required.

**Work with External Agencies/Professionals**

* To liaise with independent medical examiner in relation to matters regarding employees’ health, where absenteeism levels are unacceptable and medical examinations are required.
* To liaise with the relevant Government Departments and external bodies as required regarding the HR function.
* To liaise with the Health and Safety Authority as required on matters related to Health and Safety

**Health & Safety**

The HR Manager is responsible for the development and implementation of an integrated Health & Safety System across the organisation as it relates to all NTDC activities, buildings and facilities:

* To work with the CEO & Audit & Risk Committee in agreeing policy in these areas.
* To update the Health and Safety Statement as required and ensure that ii is in line with legislation and related statutory requirements
* To lead the Staff Health and Safety Committee in managing the Health and Safety System.
* To review health and safety policies and practices across the organisation on a regular basis and ensure that they are in line with best practice and legislative requirements
* To ensure risk assessments are carried out to identify potential hazards and help develop preventative measures.
* To identify and help organise safety training for employees to ensure awareness and understanding of all safety and health practices and legislation.
* To monitor compliance with all relevant policies, and guidelines.
* To lead emergency response initiatives.
* To help conduct accident investigations to identify causes and implement preventative measures if necessary.
* To provide support and guidance for staff and management on all safety and health matters
* To maintain current knowledge of legislation of regulatory requirements in relation to health, safety and other relevant requirements that may impact on the Company.
* To ensure a safe working environment for all staff, with regular communications and feedback on Health & Safety matters.
* To maintain an efficient safety management system.

**NTDC Management Team and Organisational Development**

* To report to the CEO of NTDC regarding the HR function & Health & Safety Functions. Keep him/her information on all relevant matters of policy and practice, particularly where there are safety concerns.
* To work as part of the management team within NTDC and proactively contribute to development of policy and practice within the wider organisation in accordance with the values and strategic direction of the organisation.
* To contributes to the strategic direction of the organisation. The post holder will have a key role in the development of NTDC’s Human Resource strategy.
* To support the integration of programmes, strategies and resources in line with NTDC’s ethos.

**Work with the HR Committee**

The HR Manager will work with the CEO and the HR Committee in relation to staff recruitment and retention and the ongoing development of HR policy and practice within NTDC. The responsibilities of the HR Manager will include:

* To develop, review, update and implementing human resource policies and procedures, including the NTDC Employee Handbook and ensuring these are applied in a fair and consistent manner for all employees.
* To provide guidance to the CEO & HR Committee on Performance Management; Organization Design, Talent Management initiatives.
* To work with the CEO and HR Committee to develop and implement strategies for succession planning, taking into consideration immediate and long-term staffing requirements.
* To work with CEO and the HR Committee to identify the appropriate salary scales for new positions
* To work with CEO and HR Committee in relation to any changes to pay scales in line with National Wage Agreements or other relevant National or Regional developments
* To work with the CEO & HR Committee in relation to any involvement with third party employee relations mechanisms should it arise and to ensure correct procedures are followed.
* To attend HR Committee Meetings and provide administrative support to the HR Committee.
* To Input into the agenda of the HR Committee and be proactive in bringing matters of HR policy and practice that need attention of the Committee.
* To follow up on decisions and actions agreed by the Committee in a timely manner as directed by the CEO
* To work with the CEO to implement policy agreed by the Committee.

**Other General Duties**

* To always comply with NTDC policies and procedures, including implementation of the following policies: Child Safeguarding; Data Protection; Confidentiality; Complaints; Volunteer.
* To work in a manner which positively promotes the aims, objectives, and values of NTDC.
* To participate in monthly professional supervision in accordance with the supervision policy of NTDC.
* To actively participate in cross team meetings and training as required. This includes contributing to the development of other programmes in NTDC.
* Undertake any duties consistent with the post as may be reasonably requested by the CEO.

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate 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.***

**PERSON SPECIFICATION**

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| **Factors** | **Essential** | **Desirable** |
| Qualifications | * Relevant Level 8 professional qualification. Candidates should hold a degree (Level 8) from a recognised third-level institution in a relevant discipline which includes specific modules on Human Resource Management.
 | * Relevant Level 9 professional qualification
* Accredited member of the Chartered Institute of Personnel and Development (CIPD)
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| Knowledge | * Thorough understanding of human resources best practice and Employment Law in Ireland.
* Knowledge and experience of reflective practice and commitment to engage in self-reflective practice.
* Knowledge of PMDS and trends in staff appraisals and evaluations.
* Extensive knowledge of Health & Safety legislation.
* Extensive knowledge of Data Protection and GDPR.
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| Experience | * Minimum of three years’ experience in a human resource management role.
* Experience and practical application of Irish employment law.
* Previous experience of implementing health and wellbeing supports/initiatives in the workplace.
* Experience of effectively developing and implementing policies and procedures.
* Experience of implementing Health and Safety and Risk Assessment Systems.
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| Core Competencies | * Adaptable and responsive – pays meticulous attention to detail and searches for solutions.
* Collaborative - develops positive relationships with others internally and externally to achieve goals. Shares information effectively and frequently.
* Team Leadership - provides effective direction, feedback and encouragement to others and supports problem solving.
* Implements suggestions for improvement and is accountable for own performance.
* Ability to build positive working relationships.
* Excellent verbal and written communication and presentation skills both in person and online. Excellent report writing skills and ability to produce reports in a timely manner.
* Excellent administrative skills and ability to establish and maintain effective administrative systems, keep accurate records, and produce reports in a timely manner.
* Excellent planning and organisational skills with proven ability to identify priorities, work to deadlines and organise the work to ensure optimum service delivery.
* Ability to effectively develop and implement clear written policies.
* Self-starter with capacity to apply creativity and initiative appropriately within the parameters of the role.
* Strong resilience and capacity to manage stress and to work effectively under pressure.
* Excellent IT skills, including Word, Excel, and PowerPoint.
* Exceptional listening skills, and ability to provide staff with a safe space to discuss human resources matters and concerns.
* The ability to manage a diverse human resources workload, addressing matters in a timely manner to ensure minimal disruption to company operations.
* Discretion with a high level of integrity when dealing with confidential information.
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| Other requirements | * Integrity and dependability.
* Empathic nature, people oriented and concern for others.
* Self-awareness and willingness to learn.
* Commitment to equality and the ethos/policies of NTDC.
* Full clean driving licence and use of car as required for work.
* Adaptability and flexibility re unsocial hours and multiple sites.
* Satisfactory police/Garda clearance
* Committed to NYDC’s vision and values
* Critical thinker who leads with confidence, empathy and clarity.
* Credibility with the experience and confidence to build effective relationships and influence key stakeholders.
* Flexible and innovative problem solver
* Motivational and encouraging of others
* Professional work ethic with the drive to achieve impact
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**TERMS OF EMPLOYMENT**

Hours negotiable with a minimum of 21 hours.  The is initially a fixed term contract until 31st December 2026. The continuation of the contract is subject to continued need for the service and continued availability of funding.

**SALARY**

The salary is commensurate with qualifications and experience based on a salary scale €56,715 - €73,730.

For an application form and job description please visit our web-site: [ntdc.ie/current-vacancies/](https://www.ntdc.ie/current-vacancies/) or email mmurray@ntdc.ie . Completed Application Forms to be submitted to Michael Murray, CEO, NTDC at mmurray@ntdc.ie Subject Marked: HR Manager Recruitment