

**Human Resources Manager
Higher Executive Officer Grade**

Job Purpose

The HR Manager will be a key member of the HR Unit within Sport Ireland. Working closely and collaboratively alongside all colleagues within the Unit, they will report directly to the Director of Human Resources. They will be responsible for the effective day to day provision by the Unit of a range of services and supports for Sport Ireland's workforce in the areas of Human Resources, including Workforce Planning, Recruitment & Selection, Employee Relations, and HR Administration etc. In addition, they will fulfil the role of Safety Officer for the Organisation and will play a crucial role in ensuring Sport Ireland operates to high standards of health and safety across all of its workplace locations.

Duties and Responsibilities

- Supporting the Director of HR in the implementation of a fit for purpose, long term People & Culture Strategy to underpin and enable the successful realisation of Sport Ireland's Organisational Strategy and related long term Strategic Plans and Policies in areas such as High Performance, Coaching, Outdoor Sports, Women in Sport and Disability.
- If required from time to time, line managing more junior team members within the HR Unit, ensuring and championing a commitment to continuous improvement and high standards in all activities.
- Delivering a range of key HR projects, services and supports as required by the Director of HR, ensuring a focus on quality and efficiency throughout.
- Managing the day to day demands and deliverables for various business units in the area of Workforce Planning, Recruitment, Onboarding and Offboarding for the organisation.
- Playing a proactive, hands-on role in all Employee & Industrial Relations activity for Sport Ireland, representing the organisation in negotiations with recognised Unions, and attending 3rd party forums such as the Workplace Relations Commission, Labour Court, etc., if required.
- Developing and implementing people policies and practices that are fit for purpose and compliant with legal and public service requirements.
- Managing the operational delivery of an effective, fit for purpose Performance Management System for utilisation across the workforce.
- Contributing to the continuous development of Sport Ireland's approach to supporting its workforce in areas including Wellbeing, Diversity & Inclusion, Reward & Recognition, in line with HR best practice.
- Project managing the implementation of a range of required technology-based systems necessary to improve the Units effectiveness, ensuring the above is underpinned by a robust, fit for purpose approach to the capture, management, retention and integrity of all worker data.
- Fulfilling the role of Safety Officer for Sport Ireland, providing effective day to day management of Health & Safety in all its work locations in Dublin, Limerick, and through the country in its workforce's remote/home office locations.
- Playing a vital role in the practical, ongoing development and implementation of all required Corporate and Site-Specific Safety Statements, Risk Assessments, H&S policies

and procedures, engaging with 3rd party H&S consultants and other service providers as needed.

- Partnering with the Organisational Development & Change Unit to effectively leverage that Unit's existing skillset and resource in addressing the learning and development needs of the workforce.
- Engaging constructively and effectively with all key stakeholders for the HR Unit, including but not limited to other colleagues across Sport Ireland, the Senior Management Team, the Chief Executive, the Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media, and key 3rd party service providers.
- Supporting the Director of HR throughout any required organisational change activity needed for Sport Ireland to deliver effectively on its many strategic aims, objectives and commitments.

Person Specification

Essential Skills, Qualifications, Knowledge, Ability and Experience (must possess or be able to demonstrate the following):

- Must be highly efficient and results-focused.
- Must have a keen attention to detail and ensure high-quality standards in all business activity through a commitment to continuous improvement.
- Must be flexible and solutions focused in all business activity.
- Must have excellent interpersonal & communication skills –
 - Must be capable of presenting information verbally in a clear, concise and confident manner.
 - Must be capable of producing impactful and high-quality business writing in all communication ranging from standard daily correspondence to comprehensive business reports for consideration by senior stakeholders.
 - Must be capable of researching complex qualitative and quantitative data from various literary sources and synopsising this information for reproduction clearly and comprehensively (written & verbal) as required.
 - Must be capable of building and maintaining healthy, effective and mutually respectful business relationships with all key stakeholders.
 - Must be capable of handling conflict and resistance effectively.
 - Must be capable of handling sensitive information discreetly.
 - Must be capable of effective negotiation with stakeholders as required, with the ability to influence and persuade others.
- Must have a high proficiency in MS Office (Word, Excel, PowerPoint, and Outlook).
- Must possess a relevant 3rd level qualification in HRM, Psychology, Business Management, Business Studies or related discipline. A 3rd level qualification outside of this territory will be acceptable if combined with a postgraduate qualification in the fields referred to above.
- Must have a strong knowledge of Irish employment law.
- Must have a minimum of 3 years' previous professional experience in an HR capacity.
- Must have an awareness and understanding of current best practices, trends or new developments in HR Management.
- Must have a sound understanding of the critical considerations and obligations for an Organisation concerning the provision of a safe working environment for its workforce.

Desirable Skills, Qualifications, Knowledge, Ability and Experience (some or all of the following is desirable):

- A postgraduate qualification in HRM, Psychology, Organisational Psychology/Behaviour, Executive Coaching, Business Management, Business Studies, Change Management or related discipline.
- A professional qualification in Health and Safety.
- Previous professional experience in an HR capacity within the Irish Public Service.
- Familiarity with Civil and Public Service HR/Employment Circulars, Guidelines, and Policies.
- Previous professional experience in a role responsible for managing or supporting an organisation's Health and Safety function.
- A full driving license and access to a car.

Additional Information:

Closing Date: 5pm on 10th February 2022.

Contract: Permanent, Full Time

Salary Scale: Higher Executive Officer (Standard Scale). The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15