**South Dublin County Partnership**

**HR Executive**

A vacancy has arisen for a full-time position as HR Executive in South Dublin County Partnership. South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighborhoods. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community and Environmental Programmes. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

**Key responsibilities:**

* Support with the development and implementation of all agreed HR initiatives, processes and systems.
* In collaboration with the Senior Manager – Operations and Administration liaise with the CEO and senior management to understand SDCP’s future resourcing needs and provide support with and input into building a HR strategic plan.
* Be a designated point of contact within the HR team for management and staff to address queries on policies and procedures, ensuring responses are given within agreed timelines and liaising with external advisors as required.
* Support with the updating and implementation of company policies and procedures.
* Provide support for all aspects of the recruitment, selection, and induction process for the company as required.
* Process HR documentation and prepare reports relating to HR activities (staffing, recruitment, training, grievances, performance evaluations, ensuring these records are kept up to date and accurate.
* Work closely with Line managers to review and monitor the probation process.
* Ensure GDPR compliance.in your area of work and respect the importance of confidentiality at all times.
* Support HR projects and other HR related work as required.

**Person Specification:**

* Have a minimum of 2 to 3 years’ experience in a HR role
* Hold a degree in HR/Business related discipline
* Have a good working knowledge of employment legislation
* Demonstrate excellent organisational skills, have a keen eye for detail and the ability to multi-task and deliver results against tight deadlines
* Be a confident and effective communicator
* Demonstrate a pragmatic and common-sense approach to problem solving.
* Show an eagerness to learn and develop your career in HR, an interest in strategic HR would be advantageous for the role
* Have a down-to-earth, positive, can do attitude, with an ability to work collaboratively in a small team as well as across a wider organisation
* Must have a flexible and adaptable working style
* Have excellent IT Skills including high level of competency in MS Office

**The salary depending on qualifications and experience**

**Additional Benefits include:**

* Generous Pension Plan
* Free car parking
* Additional holidays for long service
* Development opportunity
* Paid sick leave policy

**Application Process**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential form marked **HR Executive Job ref: 53/2022** to:

Administration & Operations Department,
South Dublin County Partnership,
Unit D1,
Nangor Road Business Park,
Nangor Road,
Dublin 12

**OR** alternatively email your application to **jobs@sdcpartnership.ie** – subject box to be marked **HR Executive Job Ref: 53/2022**

**Closing date for receipt of applications:** **5th August 2022**

 Note no late applications will be accepted.

**South Dublin County Partnership is an Equal Opportunities Employer.**