

Job Title:	Head of Human Resources – Part Time
Location:	Coolmine TC Head Office, 7 Ringwood Centre, Damastown, Dublin 15
Reports to:	Chief Executive
Job Type:	Permanent contract
Hours:	21 hours weekly
Salary:	Competitive salary in line with sector norm
Purpose:	To embrace the vision, mission and values of Coolmine and to provide strategic and operational leadership in all aspects of Human Resource management and employee wellbeing in the organisation.
Contact Email:	Justinah.bello@coolminetc.ie
Application Ref:	DU- HHR0521

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland since 1973. Coolmine is a company limited by guarantee not having share capital and a registered charity. The annual turnover is region €6.5 - €7 million currently.

Coolmine now has a vacancy for Head of Human Resources. This is a part time role.

The Head of Human Resources is a key member of the Senior Management Team reporting directly to the Chief Executive. This team provides strategic leadership and management oversight to safeguard quality service delivery to our clients and their families.

The Head of Human Resources provides strategic and operational leadership for all aspects of Human Resource Management and people management in Coolmine. The Head of Human Resources leads the HR team to ensure high level performance in workforce planning, recruitment strategy, performance management, employee relations, HR policy and practice, staff training/development and succession planning, management development and change management strategies. The Head of Human Resources is responsible for the performance and management of their team to ensure delivery of the organisational Strategic Plan and annual departmental plan.

The role provides strategic leadership for:

- Develop and deliver a Human Resource Management strategy
- Workforce planning, recruitment and performance management
- Employee learning, development and succession planning
- Employee relations and well-being
- Compliance with HR legislation

The Board of Coolmine has five subcommittees, Finance, Clinical, Quality & Safety, Audit & Risk, Nomination and Evaluation and a Research Advisory Group. These committees review matters in relation to Human Resource planning and management, HR legislation and compliance, employee relations and HR risks for the organisation regularly. The Head of Human Resources prepares reports for, and briefs, these committees. The Head of Human Resources also assists the Chief Executive by preparing data and reports for Board meetings.

Role Responsibilities:

	<p>Develop and deliver a Human Resource Management strategy</p> <ul style="list-style-type: none"> ▪ In collaboration with management teams, develop a Human Resource Management strategy, in line with the company Strategic Plan, and that supports quality service delivery ▪ Conduct proactive workforce planning to ensure the right skill-mix for the growth of the organisation ▪ Provide guidance on organisation development to strengthen and reinforce the distinctive positive Coolmine culture ▪ Ensure delivery of effective and efficient HR administration ▪ Lead and develop the HR team to deliver HR support through excellence in service, communication, technical HR skills and operational delivery ▪ Oversee and update annually the company Employee Handbook ▪ Prepare and lead on HR Board Reports and ad-hoc reports as required. ▪ Support the Head of Services to maintain full quantum of quality service delivery within allocated HR resources and budgets ▪ Support the Head of Finance and Support Services to budget for full cost modelling for new service delivery ▪ Support development of funding applications, proposals and tender documents for new and existing service delivery
	<p>Workforce planning, recruitment and performance management</p> <ul style="list-style-type: none"> ▪ Ensure quality and effective recruitment processes to ensure the organisation attracts and retains talent ▪ Ensure recruitment and selection processes are objective and in line with best practice ▪ Provide a comprehensive and timely onboarding process for all new staff ▪ Provide leadership, due diligence and oversight in HR cost modelling for new service delivery ▪ Oversee the delivery of the organisational Performance Management system ▪ Review, audit and improve the Performance Management system annually
	<p>Employee learning, development and succession planning</p> <ul style="list-style-type: none"> ▪ Provide a comprehensive Learning and Development process for the organisation that uses internal and external expertise for delivery

	<ul style="list-style-type: none"> ▪ Deliver a strategy to support career development and succession planning ▪ Identify and develop talent for progression within the organisation ▪ Develop and oversee a mentoring programme for emerging leaders across the organisation
	<p>Employee relations and well-being</p> <ul style="list-style-type: none"> ▪ Management and resolution of employee relation issues in a proactive manner ▪ Advise and support line managers to constructively deal with employee relation issues such as grievance and disciplinary issues ▪ Promote a positive employee relations culture in the organisation ▪ Undertake an annual review of our employee assistance programme for effectiveness ▪ Co-ordinate delivery of annual employee well-being schedule of activities and evaluate ▪ Develop and implement a strategy to address the remuneration and conditions for all staff ▪ Represent the organisation effectively at external industrial relation forums that may arise
	<p>Compliance with HR legislation</p> <ul style="list-style-type: none"> ▪ Manage, review and maintain effective HR Policies and Procedures for the organisation ▪ Ensure organisational practice is complaint with HR legislation and regulations ▪ Explore quality certification for HR systems & practices
	<p>Others</p> <ul style="list-style-type: none"> ▪ Provide advice & support to Chief Executive, Senior Management Team and Board on all HR-related matters ▪ Coach, mentor and develop line managers on people management issues ▪ Develop a culture of performance and continual improvement in Human Resource management ▪ Lead project when requested by the Senior Management Team
Person Requirements	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Relevant 3rd level qualification <p>Experience</p> <ul style="list-style-type: none"> ▪ Minimum of 5 years experience in a senior HR role ▪ Experience of learning & development design, delivery and evaluation ▪ Experience in the design and delivery of effective recruitment systems ▪ Experience of representing an employer at the WRC, LRC and other employee relations forums ▪ Experience of coaching and mentoring HR staff and operational managers

	<p>Knowledge</p> <ul style="list-style-type: none"> ▪ Solid knowledge of Irish employment legislation and practice ▪ Good working knowledge of TUPE and other contractual areas ▪ An understanding of HR compliance requirements for companies registered in the Republic of Ireland <p>Core competencies</p> <ul style="list-style-type: none"> ▪ Excellence in leadership and decision making ▪ Excellent communication, interpersonal and client interfacing skills ▪ Ability to work with a high professional ethic ▪ Strategic Human Resource Management skills ▪ Anticipate sector trends ▪ Ability to drive change and motivate/guide staff through change period ▪ Skilled in coaching and mentoring development ▪ Strong initiative and flexible thinking ▪ Strong team player with high levels of empathy and emotional intelligence ▪ Proven ability to solve problems and follow up issues to conclusion ▪ Drive and a positive 'can do' attitude ▪ Strong project management skills ▪ Commitment to staff learning and development ▪ Respect for the values and ethos of Coolmine ▪ Commitment to working within an environment which promotes Equal Opportunities and has regard for the Health and Safety of others <p><i>*May suit an individual who seeks flexible working hours</i></p>
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Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Justinah Bello, at justinah.bello@coolminetc.ie. Please quote this application reference **DU-HHR0521**.

The closing date for applications is **5.00pm on Wednesday 19th May 2021**.

Coolmine Therapeutic Community is an equal opportunities employer.