

Job Title:	HR Generalist
Location:	Ringwood Office Damastown Close Dublin 15 (some remote possible)
Reports to:	Head of HR
Sector:	Charities
Hours:	35 hours per week. Some out of hours work may be required.
Job Type:	Full Time (Permanent)
Salary:	40,000
Purpose:	The Human Resources Generalist will support the delivery of all aspects of the day to day HR Function.
Contact Email:	Justinah.bello@coolminetc.ie
Application Ref.	HR/DUB/ADM/HRGE/1222

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. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for HR Generalist. The successful candidate will report to Head of HR, to provide day to day operational support to HR team and act as liaison person with employee on a variety of HR issues.

Role Responsibilities: (Include, but not limited to)

- Provide HR Support to the business on a day to day basis. Partnering and actively engaging with the services teams to understand their business needs and seek to integrate the human resources operations with services activities to provide value to the client.
- Provides HR guidance/support to service teams on all HR operational processes, policies and procedures
- Responsible and accountable for all HR Operational Activities including:
 - Ensuring that all policies & procedures/contracts of employment meet all legal obligations
 - Joiners and Leavers Processes
 - Pension related matters
 - Probation Process
 - Payroll Management/Liaising with the Finance Department on payroll and pension related issues. Ensuring the payroll process is run efficiently and in a timely manner with a high level of accuracy and coordination within the HR Team
 - Time and Attendance System
 - Ongoing management of HR IT System to support business objectives and strategy
 - Volunteer and Student Placements

- Development and updating of Policies & Procedures in line with legislation and best practice
- To provide support and advice in line with best practice to all levels of staff on organisational policies and procedures

Recruitment

- Responsibility for delivery of Coolmine's Recruitment and Induction process to ensure that the organisation attracts and retains the best talent

Learning and Development

- Work with Managers/Team Leaders to develop and deliver Coolmine's Annual Learning & Development programme.

Employee Relations/Involvement

- Support line managers in the management of employee relations issues. Provide information, advice and guidance on all HR issues to line manager in line with HR policies and relevant legislation.
- Management of Disciplinary, Grievance issues.
- Review and deliver Employee Involvement Programmes.

Performance Management

- Work with appropriate Managers to ensure delivery of Coolmine's Performance Review process.

Governance/Compliance

- Ensure Coolmine is fully compliant with all areas of Governance and Compliance for areas of responsibility.

Person Specification

Education

- Third Level qualification in Human Resources or related discipline.

Experience/Knowledge

- Minimum 3 years' experience in a HR Generalist role.
- Solid knowledge of Irish employment legislation.
- Knowledge of the sector is an advantage.
- Proficient with Microsoft office or related software

Competences Required

- Excellent communication and influencing skills.
- Possess excellent organisational and planning skills
- Ability to work on own initiative
- Results focused with the ability to deliver on projects
- Drive and determination with a 'can do' attitude.
- Strong interpersonal skills
- Ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Skills to help motivate and develop staff to deliver quality service
- Proficient with the use of Human Resources Information Systems (HRIS) and similar computer applications.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code HR/DUB/ADM/HRGE/1222 to Justinah Bello HR Manager at justinah.bello@coolminetc.ie.

The closing date for applications is **5pm on Tuesday 20 December, 2022.**

Coolmine Therapeutic Community is an equal opportunities employer.