

JOB DESCRIPTION – HR Generalist – Maternity Leave Cover

Position: HR Generalist – Maternity Leave Cover

Reports to: Financial Controller

Purpose of the Position:

- ⇒ To maintain and improve key HR processes, particularly in the areas of Employee Relations, Recruitment, Training, Compensation & Benefits and Performance Management, ensuring they are aligned to the business strategy and deliver key competitive advantage to the business leading to a contented, happy and motivated workforce.
- ⇒ Report on all HR related matters when requested
- ⇒ Assist in improving our performance management culture including career development, learning and development, attendance management etc.

Key Tasks:

Maintain and improve existing HR policies, procedures and activities associated with the following categories:

- ⇒ HR Administration & Information Systems
- ⇒ Legislative Compliance
- ⇒ Human Resource Planning
- ⇒ Recruitment & Selection
- ⇒ Training and Development
- ⇒ Employee Relations
- ⇒ Policy Development, Improvement & Implementation
- ⇒ Social Activities
- ⇒ Administer Annual Performance Review & Objectives
- ⇒ Any other related tasks as directed by Management

Key Responsibilities:

- ⇒ Co-ordinating, controlling, and planning all of the activities as outlined in 'Key Tasks' section above.

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Key Result Areas:

⇒ Core HR Area:

- Co-Ordination of Training Processes and Procedures
- Ensure that all personnel records are kept up to date and in compliance with good practice and legislation
- Maintain and Improve Recruitment Processes
- Ensure positive employee climate is maintained and further developed
- Strong communication with all stakeholders
- Compliance with all HR controls
- Demonstrate your best efforts to extend and develop your knowledge of the Irish language and culture, including an active involvement in the company's Irish Language Plan.