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## **JOB DESCRIPTION – HR BUSINESS PARTNER**

**Position:** HR Business Partner  
**Reports to:** CEO

We are seeking an experienced and results-driven HR Business Partner.

Duties for the HR Business Partner will include aligning staff to company objectives, recruiting the right talent, enhancing staff performance, supporting employee development, planning strategic HR initiatives, managing HR processes, running onboarding processes, designing succession plans, maintaining staff relations, managing internships, updating policies and practices, and overseeing wellness and health initiatives.

The ideal candidate for this role should have good communication skills, good interpersonal skills, strategic thinking, and good organisational skills.

### **Responsibilities:**

- Recruitment of staff.
- Overseeing the training, development and career paths of employees.
- Implementing and maintaining HR processes.
- Developing HR strategies, policies, and practices.
- Structuring compensation and benefit packages.
- Managing staff wellness initiatives.
- Evaluating staffing needs (to balance with overtime and freelance spend).
- Assisting senior management with performance management.

### **Requirements for the Role:**

- Strong leadership skills.
- Excellent communication skills.
- Analytical skills.
- Problem-solving skills.
- Proactive nature.
- Excellent interpersonal skills.
- Meticulous attention to detail.
- Highly organised.
- Good people skills.

### **Key Interactions:**

Finance Controller  
Operations Manager

Send letter of application and CV. Closing date: Friday 31/8/2023  
To: [hr@nemeton.ie](mailto:hr@nemeton.ie)

## **Acmhainní Daonna - Páirtí Gnó, Nemeton TV**

### **CUR SÍOS AR AN BPOST**

Táimid ag lorg Páirtí Gnó Acmhainní Daonna le taithí.

Beidh freagracht iomlán ag an an té a cheapfar as reachtáil agus stiúráil a dhéanamh ar earcú, athbhreithiúcháin bliantúla, forbairt na foirne, straitéis acmhainní daonna, próiséis, daoine nua a thabhairt ar bord, comharbas, caidreamh foirne, polasaithe, maraon le tograí folláine na foirne.

Ba cheart go mbeadh scileanna snasta cumarsáide, idirphearsanta, smaoineamh strátéiseacha agus eagrúcháin ag an té a cheapfar.

### **An Comhlacht**

Is comhlacht é Nemeton a léiríonn beochraolta spóirt agus cláir faisnéise. Oibrímid go príomha do TG4, ach freastalaímid chomh maith ar chomhlachtaí ar nós RTÉ, Sky Sports agus an GAA. Reachtáilimid cúrsa iarchéime i léiriú teilifíse, ag obair i gcónaí le nuálaíocht, forbairt pearsanta agus ard-chaighdeán ar aigne againn.

Tá fás thar cuimse tagtha ar an ngnó le deich mbliana anuas, rud a thugann deiseanna iontacha do dhaoine a dhéanann go maith i measc ár mheitheal fhuinniúil, dhílis. Tá ár gceanncheathrú sa Rinn i gCo. Phort Láirge agus tá fo-chomhlacht againn i nGlaschú.

### **Dualgais:**

Earcú

Maoirsiú ar thraenáil agus forbairt na foirne

Na próiséasanna HR a chur i bhfeidhm

Forbairt a dhéanamh ar straitéis HR an chomhlachta agus iad a choimeád suas chun dáta

Struchtúr a chuir ar phacáistí tuarastail

Bainistiú a dhéanamh ar thograí folláine na foirne

Measúnú a dhéanamh ar riachtanais foirne ( m.sh. ragobair vs saoroibrithe)

Cúnamh a thabhairt don mbainistíocht shinsearach le hathbhreithnithe bliantúla

### **Riachtanais:**

Scileanna láidre cinnireachta

Scileanna cumarsáide iontacha

Scileanna anailíse

Scileanna láidre idirphearsanta

Cáiréiseach faoi mhion-shonraithe

Dea-eagair

Seol litir iarratais agus CV

Spríodháta: Dé hAoine 31/8/2023

Chuig: [hr@nemeton.ie](mailto:hr@nemeton.ie)