

## **Human Resources Executive**

The Foundation for Investing in Communities

(Incorporating Business in the Community and the Community Foundation for Ireland)

Based in Phibsborough, Dublin 7

### **Full time**

Salary range: 38k to 46k

Start date: ASAP

Business in the Community Ireland (**BITCI**) - [www.bitc.ie](http://www.bitc.ie) - is the network for responsible and sustainable business. We believe that business is a key driver in the transition to a low carbon economy and to meaningful social inclusion. We advise close to 100 of the most progressive companies and engage business to engage in social inclusion programmes.

The Community Foundation (**CFI**) – [www.communityfoundation.ie](http://www.communityfoundation.ie) - believes in the power of philanthropy to deliver just and progressive social change. We empower people who want to make a difference through a model of philanthropy that is based on trust, effectiveness and impact.

Both BITCI and CFI have shared services which include HR and collectively have 70 employees with a combination of full and part-time, office and remote based talented and engaged staff.

### **Job Purpose**

The role is operationally responsible for the Human Resource service. The position reports to the CEOs of both organisations, although the primary line manager is the CEO of BITCI. The role is a member of the cross-organisations Operations Committee.

The post holder will play a key role in the delivery of the Human Resources strategy. The range of duties includes supporting the organisation on Recruitment & Selection; Learning & Development; Performance & Talent Management and Reward & Recognition. Delivering a high standard of customer service to Managers and Employees is paramount; as is engaging with managers and employees to support a strong organisation culture and underpin the value of employees in developing the organisation as a great workplace.

### **Primary Responsibilities**

- Implement of the HR Strategy in line with organisational objectives
- Manage all recruitment campaigns and develop and maintain the induction programme for all new hires
- Support managers to retain, motivate and develop talent
- Develop and track the implementation of the Learning and Development plan
- Manage our Excellence through People (ETP) certification, annual audit and ongoing improvement action
- Manage monthly payroll processing
- Maintain and develop Company policies in line with legislation and best practice
- Resolve employee queries in a timely manner and provide confidential advice and support to employees and line managers
- Conduct the Annual Staff Survey and action plans arising out of employee feedback
- Support in internal communications activities
- Conduct employee file & database management, issuing contracts, scheduling and conducting HR inductions
- Manage benefits administration e.g. travel pass scheme, bike to work scheme, PRSA, training , managing annual leave
- Compile statistical data for Board Reports, CEO and line managers as required e.g. absence, turnover, training statistics
- Conduct exit interviews
- Promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of our work
- Such other duties as may be required from time to time

or and manage HR budget ensuring compliance with procurement and financial policies and Procedures

### **Experience, Qualifications and Knowledge**

- Degree in Human Resources Management/Business related discipline or equivalent.
- Experienced HR professional with 4 years+ Generalist HR experience
- Experience of working autonomously and the ability to work on own initiative.
- Knowledge of performance management systems and competency frameworks
- Knowledge of Irish employment legislation

- Payroll processing
- Experience in rolling out internal communications and employee awareness campaigns

**Skills and Personal Attributes**

- Well-developed communication, relationship management and interpersonal skills
- Strong focus on operational excellence with a solution based approach to issues
- Ability to challenge constructively
- Strong coaching skills combined with good judgment and discretion
- Strong focus on maintaining high levels of confidentiality
- Computer literate and fully conversant with the Microsoft Office suite
- Fluency in written and spoken English required
- Able to navigate HR Systems (we use HR Locker)
- Experience of Excellence through People Standard
- Working knowledge of Health and Safety regulations in Ireland
- Exceptional organisational skills with ability to work to tight deadlines and prioritise tasks effectively.

**Applicants should be legally entitled to work in the EU**

Please e-mail CV and cover letter to [careers@bitc.ie](mailto:careers@bitc.ie). **Closing date for receipt of applications is 5pm, Friday, 1<sup>st</sup> March. Interviews will take place on Thursday, 7<sup>th</sup> March.** Should a second round of interviews be required, these will take place on Monday 11<sup>th</sup> March.

The Foundation for Investing in Communities is an equal opportunities employer and promotes a policy of continuous personal and professional development to all staff.

The Foundation for Investing in Communities has a policy of interviewing candidates with disabilities who meet the essential criteria.