



KDYS Human Resource Manager

JOB DESCRIPTION

Title of Post:	KDYS Human Resource Manager
Location:	KDYS, Killarney
Reports to:	KDYS Chief Financial Officer
Essential Qualifications / Experience:	<ul style="list-style-type: none">• 3rd Level Degree in Human Resource Management or relevant field• CIPD recognised qualification
Desirable:	<ul style="list-style-type: none">• At least 3 years' experience in a senior HR role

Job Summary

As a member of the Executive Management Team, maintain and enhance the organisation human resource capacity, through strategic planning, employee relations, performance management, KDYS policies, practices and procedures.

Principle Role and Responsibilities

- Work with senior management to effectively plan and implement organisational change.
- Developing HR planning strategies with line managers by considering immediate and long term staffing requirements
- Managing the recruitment process and take a lead role in the sourcing, interview, and the selection of high calibre candidates while driving best recruitment methodology.
- Implementation and review of human resources policies and procedures in line with best practice and current legislation.
- Manage employee relations including management of poor performance, grievances, discipline, absence management, etc.
- Collaborating with the CFO and Finance Department to ensure the accurate analysis and reporting of staffing figures for monthly and annual management of accounts.
- Coach & support line managers to develop & improve their people management skills
- To implement and assist line managers in managing the performance management system within KDYS and ensure effective reporting and measurement within department
- Build and manage relationships with various stakeholder groups to support the delivery of the organisation's objectives.
- To prepare progress reports and annual reports as required.

Person Specification

Essential Criteria

- Relevant CIPD recognised qualification in HR or related field
- Proven HR management experience
- Ability to apply practical HR solutions to complex challenges
- Proven experience in implementing and managing change effectively
- Experience in Employee Relations
- Excellent communication and people management skills
- Track record in designing, delivering and evaluating HR strategies
- Proven ability to work on one's own initiative.
- Experience of having worked with multiple time demands and deadlines, exercising judgement on time management & level of attention to detail
- Comfortable taking decisions within a clear framework of delegation
- Fluent English, written and oral is essential
- Technically competent

Core Competencies

- **Change Orientation:** Ability to work flexibly in a changing environment.
- **Continuous Development:** Drive to achieve excellence and continuously develop oneself, one's team, the organisation and the Young People on the Programme through learning and knowledge sharing.
- **Valuing Diversity:** Openness to working effectively with diverse ideas and people.
- **Organisation Commitment:** Meets the standards of behaviour and professionalism required to operate effectively in the KDYS.
- **Analytical Thinking & Decision Making:** Think logically, analyse complex information, identify key issues and make effective decisions, taking accountability for decisions made.
- **Communication & Interpersonal Skills:** Conveying information clearly in both oral and written form, effectively communicating one's views by negotiating and influencing others at all levels.
- **Resilience:** Demonstrating the confidence and ability necessary to cope with challenging situations.
- **Task Management:** Ability to prioritise and manage tasks effectively so as to deliver required outcomes to agreed standard.
- **Team Work:** ability to work effectively & co-operatively as part of a team and demonstrating commitment towards team goals.

Health

A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

Each candidate for and any person holding the office must be of good character.

Other

Car Owner with full clean driver's license.

Requirements of all KDYS Staff:

- Commitment to the purpose of KDYS and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
- To report any area of concern to your line manager in a timely fashion
- To show flexibility in relation to hours of attendance to meeting the need of the work.
- Have a flexible approach to the work in response to organisational change, development and review of best practice
- Identify training needs through your supervision and participate in training opportunities appropriate to the role
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to your line manager or Health & Safety representative
- To undertake other duties as may be requested by the line manager from time to time
- To undertake your work in a manner that is friendly, flexible and professional

Terms & Conditions of Employment

Tenure	1 year Fixed Term Contract
Working Hours	21 hours per week (3 days)
Remuneration	Negotiable
Annual Leave	33 Days pro rata
Probation	6 Months period.