

ROLE PROFILE

JOB TITLE:	HR Officer	REPORTING TO:	HR Manager
WEEKLY HOURS:	35 hours per week	WORKING LOCATION(S):	Hybrid -Dublin Office and Home based
CONTRACT TYPE:	2 year fixed term	DATE:	May 2022

Principal Objective of the Role

The HR Officer will provide operational support to delivering a high-quality HR Service to all our staff, managers and fellows across the whole employee life cycle experience, collaborating both locally & internationally. This role will allow the successful candidate to develop knowledge and experience of all elements of HR in a varied and dynamic environment.

This role is a first point of contact for all HR and recruitment queries, ensuring timely resolution of all questions, ensuring tasks are completed to the agreed standard and that confidentiality of employee data is always maintained. The job holder will also be actively involved with a number of HR projects.

You will be able to work a hybrid model, where working from home will be combined with working in the office, once your induction has been completed.

Responsibilities:

The key accountabilities and associated duties include:-

1. Recruitment, Induction and Off-boarding

Ensuring best practice is followed in relation to the recruitment of all positions.

- Supporting the recruitment process through all stages, from drafting role specs, to liaising with hiring managers, to participating on recruitment selection panels
- Organising and participating in the induction and off-boarding for all staff and fellows
- Providing recruitment support to management with drafting employment contracts/letters/employment references etc.
- Scheduling and delivering mandatory training for all new starters
- Ensuring that the probation period timeline is successfully completed and communicated to new starters
- Conducting exit interviews with leavers and ensuring leaving procedures are followed

2. HR Operations

Contributing to the continuous development and improvement of HR processes in core areas of responsibility, ensuring effective and efficient administrative processes

- Responding to queries from all staff, managers and fellows accurately in a timely manner

- Providing advice and support on FLD policies and procedures to staff, fellows and managers
- Monitoring and reporting on all types of leave including statutory, annual and sick leave
- Ensuring personnel files are maintained and up to date and comply with the GDPR regulations and procedures and our data retention policy
- Attending and taking notes at HR meetings as required including HR team meetings, interviews and disciplinary and grievance meetings

3. HR IS System

Supporting with the installation, roll-out and maintenance of a new HR IS system

- Ensuring all staff, managers and fellows are trained on and can access and use the HR IS new system
- Producing management information reports including Payroll, Gender, Headcount, Recruitment, Absence, Turnover, Trends.

4. Training, Learning and Development

Supporting with providing a range learning and development opportunities

- Sourcing and scheduling appropriate training for staff teams and individuals as required
- Analysing training evaluation feedback forms and providing reports
- Delivering training on HR policies and procedures as part of the onboarding process

5. Organisational Transformation

Supporting across a range of projects to support the organisational and team strategic plans. Some examples of upcoming projects are:

- Updating and reviewing policies, procedures and staff handbook
- Involvement in the development and implementation of various employee engagement and well-being initiatives
- Supporting with improving our internal communications
- Supporting with the development of a new Performance Management system

6. Well being

Supporting with developing and communicating to all staff and fellows our range of well-being initiatives and available supports.

This job description is intended as a summary of the primary responsibilities of & qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure :	
Directly: HR Manager	Indirectly: Head of Operations and Public Engagement
Key Relationships :	
Internal: Executive Assistant, Management Team	External: Recruitment Agencies

<p>Person Specification</p> <p>Experience:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • 3 years previous experience in a HR environment • Experience of installing or working with a HR IS system <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience working in an International NGO • Experience working in a dynamic and rapidly changing environment <p>Knowledge and Skills:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Understanding of current employment legislation and its practical application • The ability to develop and maintain excellent working relationships with staff, management and fellows • Excellent communication and interpersonal skills • Ability to manage and maintain highly sensitive confidential information and to use discretion, diplomacy and tact • Ability to work off own initiative and prioritise competing deadlines • Excellent organisational skills with particular attention to detail and numeric ability • Solution focused approach with an ability to solve problems • Knowledge and understanding of diversity, equality and inclusion good practice • Strong ICT skills <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Degree or equivalent in HR Management (or working towards) • Membership of CIPD

Competencies:
1. Respect for the Individual
2. Building Trust
3. Building Effective Work Relationships
4. Collaborative Working
5. Adapting to Change

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