

## HR Business Partner

**Location: Leopardstown, Dublin 18**

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### Job Purpose

The purpose of this role is to support the delivery of the HR and Business Strategy through the effective coordination of all aspects of the Human Resources function to include recruitment and selection, training and development, absence management, performance management and grievance and disciplinary. Whilst the role will cover all generalist aspects of HR, there will be a specific focus on developing the talent management programme and internal training to ensure the learning and development of employees is supported and long-term succession planning is achieved.

This is a standalone role for a company of 100 people. This role will report to the Director of Finance.

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### Responsibilities will include but are not limited to:

- The first point of contact for all HR related matter from employees and managers
- Support the HR strategy that is aligned with the business strategy and delivering against its objectives
- Maintain professional standards in all HR activities, promote best practice and ensure HR practices and procedures are delivered in line with legislation and corporate policies. Advise on a range of HR issues across the business to ensure that policies and procedures and HR best practice are consistently followed.
- Manage the recruitment and onboarding process
- Operate as a trusted people advisor and coach on matters such as employment law, training and development, recruitment and selection, employee relations, organisational change and organisational policies and procedures.
- Liaise with line managers and provide support to the Performance and Talent Management Processes
- Support the payroll process, if required
- Coordinate the learning and development throughout the company which will include internal/external training as required. Also ensuring all training records are updated accordingly
- Management of the HR reporting monthly and address any issues that arise from these reports
- Ensure all employee files and records are kept updated and in line with legislation
- Coordination of the global engagement survey and the actions arising
- Support the line managers in dealing with grievance and disciplinary issues as required
- Work with Risk and Compliance teams on regulatory matters
- Carrying out all other duties relevant to the role as may be required

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### Knowledge & Skills

- A degree in Human Resources or related field.
- CIPD Certified
- Excellent knowledge of current IE legislation
- Experience in recruitment, talent management, succession planning and development programmes
- Demonstrable experience with HR metrics.
- Knowledge of HR systems and databases, experience of Workday would be desirable
- Ability to architect strategy along with leadership
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.