

**St Patrick's Centre (Kilkenny) Unit 11/12 Danville Business Park, Kilkenny**  
**Human Resource Manager - Job Specification**

<b>Statement of Purpose</b>	<p>St Patricks Community Services will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.</p> <p>St Patrick's Community Services will enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p>
<b>Job Title</b>	HR Manager
<b>Location</b>	The role is currently based in St. Patricks Centre Kilkenny, Unit 11/12 Danville Business Park. As St Patrick's Centre Services includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service.
<b>Purpose of the Role</b>	The post holder is responsible for the delivery and implementation of a range of generalist HR services within SPC and the provision of advice, support and guidance on all HR issues in order to support SPC in achieving the organisational objectives. The post holder will partner with Senior Management Team in a multi-disciplinary organisation of over 300 employees in multiple locations across the Kilkenny region.
<b>Reporting Relationship</b>	Reports to the CEO
<b>Key Working Relationships</b>	<p>The role will work and interact with the following:</p> <ul style="list-style-type: none"><li>• Senior Management Team.</li><li>• Finance Team.</li><li>• Administration Team.</li><li>• Relevant Support functions such as Finance, Operations, Health &amp; Safety, Quality etc.</li></ul>
<b>Principal Duties and Responsibilities</b>	<p><b>The HR Manager will:</b></p> <ul style="list-style-type: none"><li>• Be responsible for Recruitment, Talent Management, Retention, Workforce &amp; Succession Planning</li><li>• Develop a progressive HR strategy in line with organisational objectives</li><li>• Lead the day-to-day management and operations of the HR team</li><li>• Provide Human Resource advice, support, and guidance to SPC Managers in relation to recruitment strategies, succession &amp; talent management, attrition and absenteeism, employer branding, resourcing, employment control, redeployment, change management, HR data collection and submission, culture and core values</li><li>• Serve as a key member of the Senior Leadership team to partner in driving the change agenda.</li><li>• Oversee complex employee/industrial relations issues.</li><li>• Ensure correct application of HR policies and procedures</li><li>• Advise and coach senior leaders and managers regarding people management and development.</li><li>• Drive a comprehensive and effective employee engagement plan.</li></ul>

	The above job specification is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post.
<b>Professional Expectation</b>	<p><b>Professional and Personal Skills</b></p> <ul style="list-style-type: none"> <li>• Strong organisational and people acumen with the ability to engage and influence leaders at senior levels in the organisation.</li> <li>• Demonstrable experience in analysing issues and providing scalable HR/IR solutions that align to broader organisational requirements.</li> <li>• Extensive experience implementing change management projects in a complex setting.</li> <li>• Strong IR/ER experience and ability to collaborate in a multi-union environment.</li> <li>• Excellent cross-group collaboration, communication, negotiation, and interpersonal skills.</li> <li>• Pragmatic results-oriented individual with the ability to work professionally under pressure.</li> <li>• The ability to function as a strong trusted advisor to senior leaders, requiring very good judgment and an ability to impact through influence.</li> </ul>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Masters in HR/IR preferred.</li> <li>• Degree in HRM.</li> <li>• Full clean driver’s licence.</li> </ul>
<b>Essential Experience</b>	<p>Demonstrable proven track record in the following:</p> <ul style="list-style-type: none"> <li>• 3+ years of relevant Human Resources/Industrial Relations work experience.</li> <li>• 3+ years of people management experience at senior level.</li> <li>• Proven people leader with disposition to coach and develop future HR/IR leaders.</li> </ul>
<b>Competencies</b>	<p>Demonstrable proven track record in the following:</p> <ul style="list-style-type: none"> <li>• Courage to make tough decisions and deliver difficult messages with professionalism and poise.</li> <li>• Comfortable working in ambiguous situations.</li> <li>• Must possess consultative style and approach.</li> <li>• Proven ability to develop credible relationships with business partners.</li> </ul>
<b>Skills, and knowledge</b>	<p>Demonstrable proven track record in the following:</p> <ul style="list-style-type: none"> <li>• <b>Written Communication Skills:</b> Writes clearly and informatively; Presents numerical data effectively; Ability to accurately interpret written information.</li> <li>• <b>Organisational Support:</b> Excellent working knowledge of policies and procedures; Supports organisation’s goals and values; Supports affirmative action and respects diversity.</li> <li>• <b>Quality Management:</b> Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Adaptability:</b> Ability to deal with frequent change, delays, or unexpected events in the work environment; Manage competing demands.</li><li>• <b>Dependability:</b> Follows instructions, responds to management direction; Takes responsibility for own actions.</li><li>• <b>Innovation:</b> Resourceful; Develops innovative approaches and ideas; Presents ideas and information in an effective manner.</li><li>• <b>Judgment:</b> Ability to make timely decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.</li><li>• <b>Motivation:</b> Sets and achieves challenging goals; Measures self against standard of excellence.</li><li>• <b>Professionalism:</b> Approaches others in a tactful manner; Accepts responsibility for own actions.</li><li>• <b>Computer Skills:</b> should have extensive knowledge of Microsoft Office Package and exceptional knowledge of HR data management and report generation processes.</li></ul>
<b>Other requirements</b>	<ul style="list-style-type: none"><li>• <b>Health:</b> In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</li><li>• <b>Character:</b> Subject to Garda Vetting Clearance and Satisfactory reference checks.</li></ul>